**Healthy workplace audit tool**

The healthy workplace audit tool is completed by people in the organisation such as the work health, safety and wellbeing coordinator, committee or facilitator.

The audit tool complements the healthy workers survey. It assesses workplace systems and environments and assists workplaces to plan, implement and evaluate work health and wellbeing programs by:

* identifying current good practice that can be continued or enhanced
* identifying gaps in work health and wellbeing strategies
* establishing baseline information that can be monitored and reviewed for ongoing evaluation
* providing ideas and suggestions to ensure positive outcomes and sustainability.

# **Consulting and gathering information**

Consult with the relevant people in your organisation, for example:

* members of a work health, safety and wellbeing committee
* executive, middle management and supervisors
* human resources personnel
* work health and safety personnel.

If your workplace is large or has several locations, consider conducting assessments across different business units so your activities can be targeted.

**Healthy workers survey**

The healthy workers survey provides a profile of your workforce’s health and wellbeing status. It is completed by workers in your organisation.

**Actioning your results**

Use the findings from both the healthy workplace audit tool and the healthy workers survey reports to guide planning, implementing and evaluating your work health and wellbeing strategies.

Use the information you gather to:

* **Complete other risk assessments**: You may have identified the need to do further investigation using other risk assessment tools (refer to resources section).
* **Develop the action plan:** Prioritise and schedule interventions that address the gaps identified
* ***Refer to work health and wellbeing interventions tool:*** *This tool provides examples of interventions to manage chronic disease risks within the workplace (refer to resources section).*
* ***Check out the case studies:*** *Read about other organisations who have implemented work health and wellbeing and the positive outcomes (available on the Worksafe website).*

# **Resources**

Visit [worksafe.qld.gov.au/injury-prevention-safety/health-and-wellbeing-at-work](https://www.worksafe.qld.gov.au/injury-prevention-safety/health-and-wellbeing-at-work)to download resources.

[**Work health and wellbeing toolkit**](https://www.worksafe.qld.gov.au/injury-prevention-safety/health-and-wellbeing-at-work/get-started-with-addressing-work-health)To get the most out of completing this audit tool, please see the work health and wellbeing toolkit which has more information and links to tools including:

* action plan
* work health and wellbeing intervention tool
* review intervention measures.

**Codes of practice**

Further information about managing health and safety risks is provided in the following Codes of Practice.

* How to manage work health and safety risks
* Work health and safety consultation, co-operation and co-ordination
* Hazardous manual tasks
* Managing the work environment and facilities.

**Return to work and rehabilitation resources**

Visit [worksafe.qld.gov.au/claims-and-return-to-work/rehabilitation-and-return-to-work](https://www.worksafe.qld.gov.au/claims-and-return-to-work/rehabilitation-and-return-to-work) to download return to work and rehabilitation resources.

* Guidelines for standard for rehabilitation second edition.
* Workplace rehabilitation policy and procedure (template).

**Hazard specific resources**

[Hazardous manual tasks](https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-manual-tasks/identifying-and-assessing-hazardous-manual-tasks)

[Mental health](https://www.worksafe.qld.gov.au/mentally-healthy-workplaces/overview)

* Mentally healthy workplace toolkit
* People at work

[Workplace hazards](https://www.worksafe.qld.gov.au/injury-prevention-safety/workplace-hazards)

[Hazardous exposures](https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-exposures)

[Hazardous chemicals](https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-chemicals)

[Work health and safety E-tools](https://fswqap.worksafe.qld.gov.au/etools/)

* Participative ergonomics - PErforM
* Manual tasks - ManTRA
* Noise
* Heat stress
* Return on investment (ROI)

**Further Information**

Email healthyworkers@oir.qld.gov.au

Call 1300 362 128

Visit [worksafe.qld.gov.au/health-wellbeing/home](https://www.worksafe.qld.gov.au/health-wellbeing/home)

You can enter the Safe Work and Return to Work Awards or check your eligibility for Bronze, Silver or Gold recognition at [Be recognised](https://www.worksafe.qld.gov.au/injury-prevention-safety/health-and-wellbeing-at-work/be-recognised).

**Understanding your workforce**

**Completing this table will help you plan and implement targeted interventions that meet the needs and interests of your workforce.**

|  |  |
| --- | --- |
| **Date of completion** |  |
| **Name and roles of person/s completing this audit** |
|  |
| **Worksite/s included in this audit:** |
| You may like to conduct this audit at each site or as an organisation. |
| **Profile of workers:** | **% of males** |  | **% of females** |  | **% of gender diverse** |  |
| **% of full time** |  | **% of part-time** |  | **% of shift workers** |  |
| **% of office-based workers** |  | **% of field-based workers** |  |  |  |
| **Approximate percentage of workers in following age groups:** | **< 25 years** |  | **26 – 35 years** |  |
| **36 – 50 years** |  | **51 – 64 years** |  |
| **65 + years** |  |  |
| **Notes:** |  |

**Work organisation**

**Embedding work health and wellbeing into organisational systems can benefit the health of workers, resulting in reduced absenteeism, workplace injuries and increased productivity.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work health and wellbeing systems** | **Yes** | **Partially** | **No** | **NA** | **Notes/comments** |
| Work health and wellbeing is included and embedded in organisational systems.*E.g. integrated into human resource, safety and return to work systems, staff inductions, toolbox talks, procurement procedures, and reporting systems.* |  |  |  |  |  |
| There are systems in place to ensure transparent decision making.*E.g. joint worker-management committees, Human resources policies and procedures are clear and include organisational justice, reports, collaboration to prevent illness and injury and promote work health and wellbeing.* |  |  |  |  |  |
| Work allows flexibility where possible.*E.g. flexible work arrangements, flexibility in the timing of breaks, adequate breaks, stand up meetings, variety of tasks, movement and posture change.* |  |  |  |  |  |
| There are systems in place to manage work health, safety and chronic disease risks.*E.g. holistic risk management approach used, hierarchy of control is followed.* |  |  |  |  |  |
| Proactive measures are taken to make sure workers’ workloads are reasonable.*E.g. performance reviews, training, job variation, fatigue management.*  |  |  |  |  |  |
| The organisation has received recognition for work health and wellbeinge.g. Be Recognised, Safe Work and Return to Work Awards, other business awards.  |  |  |  |  |  |

**Leadership commitment**

**An organisation’s leadership makes work health, safety and wellbeing a clear priority for the entire organisation. They drive accountability and provide the necessary resources and environment to create positive working conditions.**

| **Commitment to work health and wellbeing** | **Yes** | **Partially** | **No** | **NA** | **Notes/comments** |
| --- | --- | --- | --- | --- | --- |
| Work health and wellbeing is included as part of the organisation’s mission, vision and business objectives. *E.g. organisational vision or mission, business plans, strategic documents, policies.* |  |  |  |  |  |
| Managers demonstrate and communicate their commitment to health, safety and wellbeing.*E.g. regular communication with workers via email/team meetings, walks the talk, work health and wellbeing included in decision making/reporting systems, work health and wellbeing included on meeting agendas.* |  |  |  |  |  |
| Managers are held accountable for ensuring work health, safety and wellbeing. *E.g. work health and wellbeing elements included in key performance indicators, performance reviews, position descriptions and organisational reports.* |  |  |  |  |  |
| Resources are allocated (human and financial) for work health and wellbeing.*E.g. allocated budget, staff are given time to participate in work health and wellbeing and staff with skills or training in work health and wellbeing.* |  |  |  |  |  |
| There is a person with dedicated responsibility for managing work health and wellbeing in the organisation. *e.g. The person’s role description includes responsibilities for work health and wellbeing.* |  |  |  |  |  |

**Policies and procedures**

**Policies, programs, and practices that improve working conditions enhance work health, safety, and wellbeing.**

| **Policies and procedures on health and wellbeing** | **Yes** | **Partially** | **No** | **NA** | **Notes/comments** |
| --- | --- | --- | --- | --- | --- |
| Organisational commitment to work health and wellbeing is clearly stated in key organisational policies. *E.g. health, safety, wellbeing policy, human resource policy, safety policy, return to work policy.* |  |  |  |  |  |
| **Specific policies/guidelines related to chronic disease risk management are available for:** |  |
| * Physical activity
 |  |  |  |  |  |
| * Sedentary behaviour
 |  |  |  |  |  |
| * Healthy catering or food/drink
 |  |  |  |  |  |
| * Smoking (cigarettes, e-cigarettes or other tobacco products)
 |  |  |  |  |  |
| * Alcohol
 |  |  |  |  |  |
| * Mental health
 |  |  |  |  |  |
| **Policies and procedures on injury prevention and occupational health and safety:** |  |
| * Fatigue
 |  |  |  |  |  |
| * Sprains and strains
 |  |  |  |  |  |
| * Sun/UV exposure
 |  |  |  |  |  |
| * Excessive heat
 |  |  |  |  |  |
| * Excessive cold
 |  |  |  |  |  |
| * Dust
 |  |  |  |  |  |
| * Working with chemicals
 |  |  |  |  |  |
| * Excessive noise
 |  |  |  |  |  |
| * Working with animals
 |  |  |  |  |  |
| * Pathogens
 |  |  |  |  |  |
| There are policies and procedures that support work-life balance.*E.g. parental and carers leave, flexible work arrangements, domestic violence (white ribbon), access to work health and wellbeing during work time.* |  |  |  |  |  |
| There are policies and procedures that support workers staying at and/or returning to work post injury. *E.g. workplace rehabilitation and return to work policy that supports their physical and psychological health, appointed person to manage rehabilitation and return to work, support provided for work related and non-work-related injuries and illness, workers are consulted regarding suitable duties to support recovery.* |  |  |  |  |  |
| Work health and wellbeing policies and procedures are regularly monitored and reviewed for continuous improvement.*E.g. audits are conducted to test implementation and effectiveness; review dates are published on documents.* |  |  |  |  |  |

**Communication and consultation**

**Communication and consultation is a critical part of management systems.**

| **How your workplace consults and communicates work health and wellbeing** | **Yes** | **Partially** | **No** | **NA** | **Notes/comments** |
| --- | --- | --- | --- | --- | --- |
| Data collected from a range of sources to determine work health and wellbeing priorities. *E.g. surveys, audits, injury and incident data, absenteeism data, management and worker consultation, strategic documents.* |  |  |  |  |  |
| Data from multiple sources on work health, safety and wellbeing are communicated to senior management on a regular basis.*E.g. injury data, work health and wellbeing committee minutes, case studies, targeted communication, multiple methods of communication, meeting agenda item.* |  |  |  |  |  |
| Worker confidentiality and privacy of information adheres to all legislative requirements.*E.g. privacy laws, storing information securely and aggregate any personal data for reporting.* |  |  |  |  |  |
| Workers are consulted in relation to work health, safety and chronic disease risk management.*E.g. workers contribute to the risk assessment process, workplace incident investigations are completed with a ‘no blame’ philosophy.* |  |  |  |  |  |
| Workers are encouraged to voice concerns about working conditions that affect their physical and psychological health without fear of retaliation.*E.g. one on one meetings with workers and line managers, consultative committees and forums.* |  |  |  |  |  |
| Collaboration across work units to prevent work-related illness and injury and to promote worker health.*E.g. joint health, safety and wellbeing committee, champions, health, safety and wellbeing agenda item at management meetings.* |  |  |  |  |  |
| Workers and visitors including contractors are made aware of work health, safety and wellbeing expectations and safe work procedures.*E.g. induction procedures.* |  |  |  |  |  |
| Workers are aware of policies and procedures for health, safety and wellbeing. *E.g. promoted at induction, access to policies and procedures, agenda on staff meetings.* |  |  |  |  |  |

|  |
| --- |
| **Physical work environment****A well-designed physical work environment enables work health and wellbeing. Physical work environment includes plant, equipment, materials and substances used as well as vehicles, buildings and structures.** |
| **How your workplace creates a supportive environment for work health and wellbeing** | **Yes** | **Part-ially** | **No** | **NA** | **Notes/comments** |
| Workers have the resources, equipment, supervision and training to do their jobs safely and well.  |  |  |  |  |  |
| Workers have access to clean kitchen facilities and/or equipment to store, prepare and consume food. *See Managing the Work Environment and Facilities Code of Practice.* |  |  |  |  |  |
| Workers have access to end of trip facilities.*E.g. change room facilities, shower facilities, bike storage facilities.* |  |  |  |  |  |
| Workers have access to healthy food and drink options. *E.g. canteen, vending machines, food vans, local shops. See healthy catering guidelines.* |  |  |  |  |  |
| Workers have access to clean drinking water.*See Managing the Work Environment and Facilities Code of Practice.* |  |  |  |  |  |
| Workers can take breaks away from the direct work area. *E.g. separate space for down time, group interaction, recreation activities.* |  |  |  |  |  |
| Workers have access to areas which allow privacy and quiet when required.*E.g. meeting rooms, breakout rooms.* |  |  |  |  |  |
| Workers have access to natural light.*E.g. windows, opportunity to access outdoor environment during shift.* |  |  |  |  |  |
| Work space has adequate ventilation.*See Managing the Work Environment and Facilities Code of Practice.* |  |  |  |  |  |
| Walkways are clearly marked and are clear of obstructions.*See Managing the Work Environment and Facilities Code of Practice.* |  |  |  |  |  |
| Workers are separated from vehicles during movement around worksite.*See Managing the work environment and facilities code of practice.* |  |  |  |  |  |
| The work environment promotes movement throughout the day. *E.g. workers have access to adjustable sit-stand workstations, free access to stairwells.* |  |  |  |  |  |
| The work environment is designed to minimise exposure to workplace hazards/risksE.g. Sun/UV, excessive heat, excessive cold, dust, chemicals, noise disease from animals, slips and trips and pathogens  |  |  |  |  |  |

**Worker focused**

**Education and training improve worker awareness and promote participation and social connectedness within the workplace.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How your workplace encourages and builds the skills of workers in work health and wellbeing.** | **Yes** | **Part-ially** | **No** | **NA** | **Notes/comments** |
| Workers are provided access to community-based services that support work health and wellbeing.*E.g. Get healthy at work, Quitline, 10,000 steps, BeUpstanding* |  |  |  |  |  |
| Workers are involved in communication about work health and wellbeing risks and the impact on work.*E.g. education, toolbox talks, referrals to health professionals, newsletter, return to work procedures, shift work, poor nutrition, low physical activity, smoking.* |  |  |  |  |  |
| Workers are provided with education and training to manage work health and wellbeing.*E.g. education/information seminars, toolbox talks, referrals to health professionals, initiatives to promote healthy lifestyle behaviours, employee assistance program.* |  |  |  |  |  |
| Workers are encouraged to be healthy at work. *E.g. physical activity opportunities, low/no alcohol consumption, sun protection, healthy eating opportunities, smoking cessation.* |  |  |  |  |  |
| Workers achievements are recognised and rewarded.*E.g. staff awards, senior executive acknowledgement.* |  |  |  |  |  |