**Policy and statement template**

A work health and wellbeing policy or statement is a formal document that sets out your organisation’s intentions about work health and wellbeing. The policy or statement can be a separate document or it can be included in other policies, such as your organisation’s health and safety or human resources policy.

**Note: This template can be branded and changed to cater for the individual needs of your organisation.**

Refer to the **work health and wellbeing toolkit** for tools and resources.

**Work health and wellbeing statement — small workplace**

[Insert company/workplace name] recognises that our ability to achieve our objectives successfully depends on the wellbeing of our workers. We acknowledge that the key elements of work health and wellbeing include the culture and physical environment as well as the policies, practices and procedures that guide our work.

[Insert company/workplace name] will provide a healthy workplace that values and enhances the health and wellbeing of all workers by embedding work health and wellbeing into existing systems.

**Work health and wellbeing policy template — medium to large workplaces**

## **1. Policy statement**

[Insert company/workplace name] will ensure that all work organisation and practices, the work environment and workplace culture will value, enhance and protect the health and wellbeing of all workers.

### **2. Scope**

This work health and wellbeing policy outlines how [insert company/workplace name] will support the health and wellbeing of all our workers. The policy is applicable to all [insert company/workplace name] workers and aligns with health and safety policies and guidelines.

## **3. Goals and objectives**

This work health and wellbeing policy provides the foundation for developing interventions and modifying work organisation, work practices and procedures, and the work environment to support the health and wellbeing of all workers. [Insert company/workplace name] will enhance its work health and wellbeing by:

* creating a healthy culture
* creating and supporting a work health and wellbeing strategy
* establishing and supporting a work health and wellbeing working group or committee
* modifying the work organisation and the work environment
* managing risks to workers physical and mental health
* consulting with workers
* supporting worker participation in work health and wellbeing interventions
* supporting workers to adopt and maintain healthy behaviours.

### **4. Responsibilities**

**Senior management team/management team**

The [insert company/workplace name] senior management will do all they can to enhance the work health and wellbeing of workers by:

* ensuring the health of workers is valued
* act as a role model
* providing work environments and systems that prevent or minimise the modifiable chronic disease risk in the workplace
* providing opportunity for workers to participate in work health and wellbeing
* contributing ideas and expertise to the work of the health and wellbeing committee or representatives.

**Human resources department**

The [insert company/workplace name] human resources department will do all it can to enhance the work health and wellbeing of workers by:

* ensuring that the health of workers is valued
* ensuring the design of work, work systems and work environment prevent or minimise the modifiable chronic disease risk in the workplace and promote work health and wellbeing
* ensuring workers can participate in health and wellbeing
* reviewing, revising and developing human resources policies that support workplace health and wellbeing in consultation with the work health and wellbeing committee or representatives.

**Work health and wellbeing committee or representatives**

The [insert company/workplace name] work health and wellbeing committee or representatives will do all they can to enhance the health and wellbeing of workers by:

* encouraging long-term commitment to work health and wellbeing
* assessing worker and workplace needs
* developing, implementing and evaluating the work health and wellbeing strategy in consultation with workers and management.

**Workers**

[Insert company/workplace name] workers will:

* work within any procedures and policies implemented to address work health and wellbeing
* contribute ideas
* actively participate in work health and wellbeing.

## **5. Work health and wellbeing strategy**

A work health and wellbeing action plan will identify [insert company/workplace name]’s goals, objectives and interventions. The work health and wellbeing committee or representatives will review the action plan annually.

## **6. Policy review**

The work health and wellbeing committee or representatives in conjunction with management and human resources will review the policy annually.

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| **Work health and wellbeing committee chair**  |
| Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Director** |
| Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Chief Executive Officer** |
| Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |