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| Healthy Workplaces Business Case template |
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**This template is designed to help you create a proposal for a health and wellbeing strategy in your workplace. It can also be used to gain support from leadership and senior managers which is essential to getting the most out of your program.**

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| Proposal Name: E.g. Proposal for a Workplace Health and Wellbeing Program at ‘organisation name’ |
| Date: Insert date |
| Proposal Coordinator: |
| Key Stakeholders: Insert key individuals/groups/roles/ working groups etc |
| [You may like to include information about:] **Rational:**  * Outline the benefits of creating a healthy workplace and participating in the Healthy Workplaces Achievement Program. * Explain how health and wellbeing principles align to your workplace vision, values or policies. * Outline the benefits of investing in a healthy workplace and the cost of not addressing absenteeism and staff turnover.  **Context:**  * Explain why action is needed. * Identify your existing wellbeing initiatives (if any) and where there might be gaps or room for improvement. * Report the results of any employee consultation you may have done to inform the proposal. * Include the results of your *Healthy Workplaces Achievement Program ‘Snapshot Audit’* or ‘*Status Reports’*. * Include data that supports the need for a workplace health and wellbeing program in your organisation. E.g. staff surveys, OH&S reports, statistics and worker compensation claims. * Identify any major risks/barriers to completion and possible mitigation strategies.  **Recommendations:**  * Describe how the Healthy Workplaces Achievement Program will support you to create a healthy workplace. * Explain what you need from management i.e. Resources and estimated budgets to implement wellbeing initiatives. * Describe what will be delivered and what will be the impact of the program. * Explain how success will be measured i.e. proposed evaluation.  **Next steps:**  * List the immediate next steps your organisation can take once you have leadership on board. |

# Suggested content

**The below information may help you complete your Healthy Workplaces proposal. Add or delete the suggested content as required to meet the needs of your workplace.**

# Rational

#### Benefits of creating a healthy workplace

Investing in the health and wellbeing of your workforce has a positive impact on your business’s bottom line, through areas such as increased morale, productivity, staff retention and decreased absenteeism.

Australia is facing an increase in preventable chronic diseases including heart disease, type-2 diabetes and some cancers. This increase is largely due to a range of risk factors, including overweight and obesity, poor fruit and vegetable intake, low physical activity levels, smoking and harmful alcohol and drug consumption. Workplaces can positively impact the health of their employees by introducing healthy environments, policies and cultures.

#### Key statistics

* Healthy workers are nearly 3 times more productive than unhealthy workers.[[1]](#footnote-1)
* Obesity costs Australian businesses $6.4 billion a year in lost productivity.[[2]](#footnote-2)
* On average, a smoker costs 30 days per year in lost productivity.2
* 93% of Victorian adults believe that a workplace has a responsibility to take care of the health of their employees.[[3]](#footnote-3)
* As much as 40% of employee turnover and 60% of absenteeism is caused by workplace stress and stress-related illness.[[4]](#footnote-4)

#### Expected benefits of implementing a workplace health and wellbeing strategy[[5]](#footnote-5)

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| Within a few months | Within 1-2 years | Within 3-5 years |
| ↗ Employee engagement | ↗ Health knowledge | ↘ Absenteeism |
| ↗ Team cohesiveness | ↗ Job satisfaction | ↘ Injuries |
| ↗ Productivity | ↘ Workers compensation costs |
| ↗ Corporate image |  |

#### ****Improved public image and employee value proposition****

* A healthy workplace can improve the image of the organisation internally and externally.
* Three in five Victorian employees say they would consider an employer’s attitude to health when looking for a new job.[[6]](#footnote-6)
* The Achievement Program can provide Victorian Government Recognition as a healthy workplace. You can use the electronic recognition icons on your website to position your organization as an employer of choice.

#### ****Return on investment****

#### You can calculate potential cost savings using this [Workplace Health Savings Calculator](http://www.healthyworkers.gov.au/internet/hwi/publishing.nsf/Content/roi-introduction).

#### ****Recommendations:****

#### ****The Healthy Workplaces Achievement Program****

The Achievement Program is a free health and wellbeing program open to all Victorian workplaces, supported by the Victorian Government and delivered by Cancer Council Victoria. Members can create healthier working environments by meeting a series of targets for key areas of health including healthy eating, physical activity, mental health and wellbeing, smoking and alcohol and other drugs.

The Achievement Program is aligned to the World Health Organization’s [*Healthy Workplaces Model*](https://www.who.int/occupational_health/healthy_workplaces/en/)and [*Occupational health and safety management systems*](https://www.worksafe.vic.gov.au/occupational-health-and-safety-management-systems)(OHSMSs). Members have access to tools, strategies and support and your workplace can receive Victorian Government recognition as a healthy workplace.

#### ****Next steps:****

* Register for the Healthy Workplaces Achievement Program.
* Use the Achievement Program ‘Snapshot Tool’, Foundations module and Health Priority Area benchmarks to get a clear picture of what to focus on for your workplace.
* Complete an action plan.
* Establish a health and wellbeing committee.
* Consult with your workforce to find out health and wellbeing priorities.

**Healthy Workplaces Achievement Program Resources**

#### ****Build the rational****

* *How to build a healthy mission statement*
* *Healthy workplaces charter template*
* *Health and Wellbeing Policy templates*

#### ****Identify the context and needs****

* *Employee health and wellbeing survey tool*
* *Healthy Workplaces Snapshot Audit (Identify your existing wellbeing initiatives and where there might be gaps)*
* *Health Priority Area Status Reports (how your workplace measures up against the health priority area benchmarks)*

#### ****Recommendations and next steps****

* *Action plan templates*
* *Foundations module to build your program from the ground up*
* *Health Priority Area Toolkits with suggested strategies and links to resources and programs*

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1. Medibank Private: The health of Australia’s workforce. November 2005 [↑](#footnote-ref-1)
2. Hooper P, Bull FC, Healthy active workplaces, review of evidence and rationale for workplace health, Department of Sport and Recreation, WA Government (Perth 2009) [↑](#footnote-ref-2)
3. Health in the workplace: what do Victorian adults expect from employers (Phillipa Niven, Belinda Morely, Helen Dixon) [↑](#footnote-ref-3)
4. [https://www.vichealth.vic.gov.au/-/media/ResourceCentre/](https://www.vichealth.vic.gov.au/-/media/ResourceCentre/PublicationsandResources/Economic-participation/2012-workplace/VH_Reducing_workplace_stress_16.pdf?la=en&hash=B4F4E1A8E9BD9F39E90E8D981A5AEA6881924A72)

   **[There are no sources in the current document.](https://www.vichealth.vic.gov.au/-/media/ResourceCentre/PublicationsandResources/Economic-participation/2012-workplace/VH_Reducing_workplace_stress_16.pdf?la=en&hash=B4F4E1A8E9BD9F39E90E8D981A5AEA6881924A72)**[/Economic-participation/2012-workplace/VH\_Reducing\_workplace\_stress\_16.pdf?la=en&hash=B4F4E1A8E9BD9F39E90E8D981A5AEA6881924A72](https://www.vichealth.vic.gov.au/-/media/ResourceCentre/PublicationsandResources/Economic-participation/2012-workplace/VH_Reducing_workplace_stress_16.pdf?la=en&hash=B4F4E1A8E9BD9F39E90E8D981A5AEA6881924A72) [↑](#footnote-ref-4)
5. Source: WorkCover Tasmania (2012), Your Simple Guide to Workplace Health and Wellbeing <http://worksafe.tas.gov.au/__data/assets/pdf_file/0003/252390/Your_Simple_Guide_to_Workplace_Health_and_Wellbeing.pdf>

   5 WorkSafe Victoria: WorkHealth: perceptions of health and wellbeing in the workplace. (Melbourne 2013) [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)