



Department of Sport and Recreation

Department of Health

Sport and recreation builds stronger, healthier, happier and safer communities

Audit Tool

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Physical Activity Taskforce

The aim of this workplace health and wellbeing audit tool is to establish a baseline for organisations to measure improvements in the organisation's health and wellbeing culture.



The tool has been developed to be used by those individuals or groups within the workplace who are responsible for managing the health and wellbeing program.

Workplaces using this audit tool are aiming to score as many 'yes' answers to each element within the audit. To help answer the questions you can review documentation, conduct interviews with employees and/or carry out observations in the workplace.

Completing the audit tool on a regular basis will highlight areas that need improvement and allow the organisation to develop and maintain health and wellbeing programs by creating a cycle of continuous improvement.

The audit tool, used in conjunction with an employee survey of health and wellbeing issues and the workplace health and wellbeing resource kit can guide your organisation to plan, design, implement and evaluate programs tailored to the needs of your organisation and employees.

This audit tool has been based on the audit tool available as part of the Alberta Centre for Active Living (2003) 'Workplace physical activity framework' www.centre4activeliving.ca

HOW TO USE THIS AUDIT TOOL

1. Answer each audit question with a 'yes' or 'no'. Mark the answer as a 'no' if you are unable to answer the question.
2. Total the number of 'yes' responses.
3. Record the action required for each 'no' response in the space provided at the end of each section. Identify who is responsible for taking action and the date the action must be completed by.
4. Answer all the audit questions and then total the number of 'yes' responses in the Scoring Your Audit section at the end of this audit tool.
5. Share the results of the audit and action plan with management and employees.
6. Prepare a summary for senior management.
7. Re-administer the audit tool to track the progress of your workplace health and wellbeing program.



Section A: Management and leadership within the workplace

	(circle response)	
1. Does the organisation have a health and wellbeing policy?	Yes	No
2. Has senior management signed this policy?	Yes	No
3. Is the policy placed where all employees can view it?	Yes	No
4. Is the policy covered in staff induction practices?	Yes	No
5. Has the organisation developed measurable and achievable goals and objectives for the health and wellbeing program?	Yes	No
6. Does management communicate the importance of health and wellbeing to employees at least once a year?	Yes	No
7. Does management communicate and model the workplace's commitment to health and wellbeing for employees?	Yes	No
Total number of YES answers >		

Action plan

(Record the action required to address each 'no' response in the space provided)

Action
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By whom

Date for completion

Action
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By whom

Date for completion

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By whom

Date for completion

Section B: Workplace Environment

Has the workplace assessed the following for the development of health and well being programs for employees?

(circle response)

1. Employee's participation in physical activity and active recreation during or outside of work hours.	Yes	No
2. Characteristics of employees	Yes	No
3. Employee preferences to physical activity, active recreation and other health and wellbeing initiatives.	Yes	No
4. Workplace environment and facilities employees have access to (showers, lockers and so on)	Yes	No
Total number of YES answers		>

Action plan

(Record the action required to address each 'no' response in the space provided)

Action

By whom

Date for completion

Action

By whom

Date for completion

Action

By whom

Date for completion

Section C: Employee health and wellbeing knowledge

(circle response)

1. Has the organisation assessed employee's health and wellbeing knowledge, attitude and skills?	Yes	No
2. Does the organisation provide information to educate employees about healthy lifestyle choices?	Yes	No
3. Does the organisation provide information to educate employees about physical activity benefits?	Yes	No
Total number of YES answers >		

Action plan

(Record the action required to address each 'no' response in the space provided)

Action

By whom

Date for completion

Action

By whom

Date for completion

Action

By whom

Date for completion

Section D: Social level - Relationships

(circle response)

1. Does the workplace exhibit a positive social climate that encourages employee's participating in physical activity and active recreation?	Yes	No
2. Do employees perceive support for participating in health and wellbeing activities from co-workers?	Yes	No
3. Do managers demonstrate support for employees participating in health and wellbeing activities/initiatives?	Yes	No
4. Does the health and wellbeing program include families?	Yes	No
Total number of YES answers		>

Action plan

(Record the action required to address each 'no' response in the space provided)

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By whom

Date for completion

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Date for completion

Section E: Organisational level - Workplace leadership, infrastructure and capacity

(circle response)

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|--|-----|----|
| 1. Does the workplace infrastructure (for example, resources) support employee's health and wellbeing? | Yes | No |
| 2. Does the workplace possess a desire to promote health and wellbeing for the employees? | Yes | No |
| 3. Does the workplace have a health and wellbeing champion who can motivate action and support and promote activities? | Yes | No |
| 4. Are health and wellbeing employee champions recognised by the organisation? | Yes | No |
| 5. Are health and wellbeing activities available for all employees (including people with special needs, shift workers and workers at a different location)? | Yes | No |

Total number of YES answers >

Action plan

(Record the action required to address each 'no' response in the space provided)

Action

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By whom

Date for completion

Action

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By whom

Date for completion

Action

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By whom

Date for completion

Section F: Community Involvement

(circle response)

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|--|-----|----|
| 1. Have the needs of each workplace location been considered when planning the health and wellbeing program? | Yes | No |
| 2. Has the organisation accessed any community-based services to support the health and wellbeing program? | Yes | No |
| 3. Does the workplace use health and wellbeing information from external resources (for example, the Department of Health, the Physical Activity Taskforce, The Heart Foundation)? | Yes | No |
| 4. Does the organisation promote and encourage employees to participate in community health and wellbeing activities? | Yes | No |

Total number of YES answers >

Action plan

(Record the action required to address each 'no' response in the space provided)

Action

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By whom

Date for completion

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By whom

Date for completion

Action

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By whom

Date for completion

Section G: Program Administration

(circle response)

1. Does the organisation record health and wellbeing initiatives?	Yes	No
2. Does the organisation evaluate health and wellbeing initiatives?	Yes	No
3. Does the organisation evaluate the health and wellbeing program annually?	Yes	No
4. Does the organisation distribute evaluation results to employees?	Yes	No
5. Are there action plans in place to deal with the results of program and initiative evaluations?	Yes	No
Total number of YES answers	>	

Action plan

(Record the action required to address each 'no' response in the space provided)

Action

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By whom _____ Date for completion _____

Action

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By whom _____ Date for completion _____

Action

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By whom _____ Date for completion _____

Section H: Safety and Risk Management

(circle response)

1. Does the organisation have a risk-management plan?

Yes No

Total number of YES answers

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Action plan

(Record the action required to address each 'no' response in the space provided)

Action

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By whom

Date for completion

Scoring Your Audit

Section Of The Audit	Number of 'yes' responses	Number of Questions	Total Score	Score on last audit
Section A: Management and leadership within the workplace				
Section B: Workplace Environment				
Section C: Employee health and wellbeing knowledge				
Section D: Social level - Relationships				
Section E: Organisational level - Workplace leadership, infrastructure and capacity				
Section F: Community Involvement				
Section G: Program Administration				
Section H: Safety and Risk Management				