**Healthy Workers Healthy Futures**

**Workplace Audit**

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| **Organisation** |  |
| **Date** |  |
| **Audit carried out by** |  |

**Health and Wellbeing Program**

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| **Questions** | **Yes/No** | **Actions** |
| Is there a workplace health and wellbeing program in place? |  |  |
| Does the program cover Smoking, Nutrition, Alcohol, Physical Activity (SNAP)? |  |  |

**Management Support**

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| **Questions** | **Yes/No** | **Actions** |
| Are management committed to supporting workplace health and wellbeing? |  |  |

**Policies**

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| **Are their policies on any of the following?** | **Yes/No** | **Actions** |
| Healthy catering and fundraising |  |  |
| Responsible use and service of alcohol |  |  |
| Smoking |  |  |
| Flexible work arrangements |  |  |
| Active Transport |  |  |
| Stress/fatigue |  |  |
| Bullying |  |  |

**Budget/Resources**

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| **Questions** | **Yes/No** | **Actions** |
| Is there funding available to support workplace health and wellbeing? |  |  |
| Have workplace champions been identified? |  |  |
| Has a health and wellbeing committee been established? |  |  |

**Work Environment**

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| **Questions** | **Yes/No** | **Actions** |
| Are there adequate kitchen facilities (including microwave, toaster, kettle, fridge, storage space for healthy food, fresh water available)? |  |  |
| Is there adequate indoor and outdoor space for social gathering? |  |  |
| Are shower and changing facilities available on site? |  |  |
| Is there somewhere safe for employees to store personal belongings such as a change of clothes/shoes? |  |  |
| Is there a protected area and facilities to lock up bicycles? |  |  |
| When meetings and events are catered are there healthy options? |  |  |
| Are staff encouraged/supported to take active and/or public transport to external meetings and events? |  |  |
| Do staff have access to a needs based ergonomic assessment? |  |  |
| Is smoking restricted in the work place? |  |  |
| Does the workplace promote safe consumption of alcohol? |  |  |
| Do staff have flexible working arrangements? |  |  |

**Communication channels / process**

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| **Questions** | **Yes/No** | **Actions** |
| Do employees have access to health promotion material on SNAP (Smoking, Nutrition, Alcohol and Physical Activity) risk factors? |  |  |

**External environment**

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| **Questions** | **Yes/No** | **Actions** |
| Do staff have access to healthy food options for purchase at local shops / cafes? |  |  |
| Is public transport in walking distance? |  |  |
| Do staff have access to local walking trails / bike paths? |  |  |

**Any other relevant comments**

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