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Health and Wellbeing Policy

## {Organisation name}

### Developing a Policy

**What is a Health and Wellbeing Policy?**

A Health and Wellbeing Policy is a guiding set of actions that support the creation of a healthy environment to improve community health outcomes.

**Why are organisations encouraged to develop a Health and Wellbeing Policy as part of their project with Healthway?**

The spaces that people live, work, learn and play in have a significant influence over our behaviour. Healthway’s Healthy Partnership Program aims to create a healthy WA by encouraging organisations to provide an environment that promotes healthy lifestyle choices to the community.

Developing and implementing health policies is a good way to ensure the spaces we provide for our community are supportive of healthy behaviours. It serves as a very practical and formal way of demonstrating that the organisation is serious about the health of its members and workers.

**What is this document?**

This document is a template that can be used by organisations who have received over $5,000 Healthy Partnership Program funding to develop a Health and Wellbeing Policy for their organisation. It contains sample position statements and clauses that may serve as a guide to organisations developing a health policy.

Many of the actions outlined in the template are minimum requirements of Healthway funding and are outlined in Healthway’s [Minimum Health Requirements](https://www.healthway.wa.gov.au/wp-content/uploads/2020/05/Min-Health-Policy-Requirements_FINAL-FEB-2020.pdf).

However, organisations can make changes to the Policy that reflect their values, priorities and capacity to promote health and wellbeing.

Throughout the document, [yellow text] indicates where information can be inserted, edited and/or removed. Information provided in blue can be removed in the final policy. It is recommended that organisations make achievable and realistic policy strategies that can be implemented throughout the partnership agreement with Healthway and are able to be sustainable beyond the partnership.

If your organisation would like further assistance in developing a Health and Wellbeing Policy please contact Healthway at [healthway@healthway.wa.gov.au](mailto:healthway@healthway.wa.gov.au) or 131 777.

### Our Policy

1. Purpose

The purpose of this Health and Wellbeing Policy (the Policy) is to ensure {Organisation} staff and volunteers understand {Organisation}’s role and position in relation to health and wellbeing. This policy should be understood in conjunction with the {Organisation}’s constitution and related policies.

2. Policy statement

{Organisation} is committed to integrating strong health and wellbeing practices into our business operations, to promote and facilitate activities that encourage healthy lifestyles. We aim to provide a safe, supportive and inclusive environment so that staff, volunteers and the community can engage in positive relationships and activities that have mutual benefits.

3. Policy Objectives

* To build and maintain an environment and culture that supports healthy lifestyles choices.
* To increase knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
* To facilitate active participation in a range of initiatives that support health and wellbeing.

4. Responsibilities

{Organisation} is committed to promoting health and wellbeing by:

|  |  |  |
| --- | --- | --- |
| Health area | **Our actions** | |
| Increasing healthy eating | * Ensuring healthy food and drink choices are available, displayed prominently and priced competitively in relation to less healthy alternatives at events/activities and at premises under {Organisation} control. * Ensuring sugary drinks are not displayed for sale. * Making free drinking water available. * Not providing unhealthy food/drink (or vouchers for same) as prizes, awards, or fundraising initiatives. * Ensuring any promotion or fundraising activities involving food and drink items meet this policy. * Sourcing food vendors from the Healthier Vendor Guide or vendors who are able to offer food and drink choices that are consistent with the assessment criteria for inclusion in the Guide. * Ensuring any contracted food and drink suppliers are compliant with this policy including: * New food supply or catering contract and related leases; * Renegotiated or renewed contracts or related leases; and * Existing contractors are informed of the new policy and encouraged to comply. * {Insert further strategies} |
| Increasing physical activity | * Integrating physical activity into organised events and activities. * Providing information and promotion of alternative transport options to activities and events (walking, cycling and public transport). * {Insert further strategies} |
| Preventing harm from alcohol | * Providing alcohol-free environments at family and youth focussed events. * Ensuring alcohol is not used as fundraising, prizes or awards. * Restricting the promotion of alcohol brands. * Ensuring all staff responsible for the sale or supply of alcohol are trained in Responsible Service of Alcohol. * Providing low strength alcohol and non-alcoholic choices. * Not promoting, glamorising or encouraging over-consumption or rapid consumption of alcohol (e.g. discounted drink prices, happy hours, drinking competitions). * {Insert further strategies}. |
| Mental health and wellbeing | * Promote social and emotional wellbeing through organisational practices and policies. * Providing a welcoming environment that encourages broad community participation. * Treating all individuals and groups with equality and respect. * Providing contact details for suitable mental health service providers i.e. crisis support lines (if required). * Supporting staff and volunteers to participate in mental health training i.e. Mental Health First Aid. * {Insert further strategies}. |
| Creating a smoke-free WA | * Ensuring all indoor and outdoor areas under {Organisation}’s control is smoke-free including the use of e-cigarettes/vaping * Promoting smoke-free areas with appropriate smoke-free and ‘thank you for not smoking’ signage. * Applying the Smoking in the Arts Policy to all performances that receive Healthway funding (*use if appropriate within the Arts sector*). * {Insert further strategies}. |
| Sun protection | * Encouraging participants and staff/volunteers to wear sun-protective clothing * Providing adequate sunshade for outdoor events * Providing free SPF30 or higher sunscreen for outdoor events * Scheduling events/activities outside peak UV times where appropriate * {Insert further strategies}. |
| Environmental sustainability | * Avoiding or limiting the use of single-use plastics. * Working toward effective management of waste including recyclable and organic materials. * Minimising printed promotional material. * Participating in a Containers for Change scheme to recycle and fundraise. * {Insert further strategies}. |

5. Promoting this Policy

{Organisation} will promote the Policy regularly via **[list promotion channels, e.g. website, newsletters, social media, and announcements during events].**

6. Non-compliance

{Organisation}’s management/committee will uphold this Policy and any non-compliance will be handled according to the following process:

* Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
* Continued non-compliance with the policy should be handled by at least two managers/committee members who will use their discretion as to the action taken.

7. Policy Review

This Policy will be reviewed annually to ensure it remains relevant to {Organisation}’s operations and reflects both community expectations and legal requirements.

Signatures

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| --- | --- | --- | --- |
| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | {role title} |  | {role title} |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Created by:

Date created:

Date reviewed:

Next review:

Enquiries regarding our policy:

Contact:

Phone:

Email: