











Physical Activity Checklist

Please complete the below checklist to assess what your workplace is currently doing towards physical activity. If you answer no to any of these questions, we recommend adding that activity to your Action and Evaluation Plan.

Organisational	Yes	Partially	No
Develop/Implement physical activity policy			
Does your workplace have a physical activity policy or have a workplace wellbeing policy that includes flexible working hours and arrangements which can enable staff to be more active, or have an organisational travel plan?			
Does your physical activity policy:			
<ul style="list-style-type: none"> support flexible working hours to allow for physical activity before, during and after work? 			
<ul style="list-style-type: none"> encourage employees to be more active at work (e.g. supporting walking meetings or activity breaks)? 			
<ul style="list-style-type: none"> encourage sustainable transport options to and from work and/or during business time (e.g walking, cycling, public transport or carpooling)? 			
<ul style="list-style-type: none"> reinforce the benefits of being physically active? 			
<ul style="list-style-type: none"> include information about facilities available at work which support physical activity? 			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of the physical activity policy, if relevant?			
Include physical activity information at inductions			
Is physical activity information included in staff inductions?			
Involve all staff and managers in physical activity			
Are staff and managers involved in identifying how your workplace can support physical activity?			
Environmental			
Provide facilities to support physical activity			
Are the following facilities available for staff:			
<ul style="list-style-type: none"> showers and changing rooms? 			
<ul style="list-style-type: none"> lockers in safe and convenient locations? 			



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• standing workstations?			
• gym or recreational room space?			
• secure bike storage?			
Conduct a travel plan site assessment			
Has your workplace been assessed for active travel options to and from work, and while on site?			
Provide clean, attractive and safe stairwells			
Does your workplace provide clean, attractive and safe stairwells for use at any time?			
Prominently display physical activity messages			
Does your workplace display physical activity messages and reminders?			

Individual	Yes	Partially	No
Provide opportunities for physical activity knowledge development			
Does your workplace provide physical activity information sessions?			
Does your workplace provide physical activity information resources (e.g. posters, brochures, flyers)?			
Provide support to staff to be physically active			
Does your workplace provide staff with public transport, walking and cycling information and/or maps?			
Does your workplace link to community organisations/initiatives or run its own to encourage physical activity (e.g. corporate challenge, fun runs)?			
Does your workplace offer/sponsor physical activity programmes or social team sports?			
Does your workplace offer and promote subsidised gym or other sport memberships?			
Extend physical activity support to family of staff			
Does your workplace support family of staff to be involved in physical activity opportunities?			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting physical activity in your workplace, go to: http://www.workwell.health.nz/workwell_physical_activity