



Physical Activity Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

Rationale


<Workplace> understands that supporting staff to move more is good for both the business and people’s overall wellbeing

Results from the -----Organisational Profile showed that physical activity was not included in the workplace wellbeing policy in place and only limited facilities were available for staff to store any of their belongings. We do currently have a flexible working policy which enable staff to be more physically active and help maintain family responsibilities.

Results from the _____staff survey showed that:

- Most staff members drive a work vehicle (x%) and are based off-site for five or more hours a day
- The rest of the staff are seated at a desk (x%) for five or more hours a day
- Most staff only participate in light activity around the worksite
- Only x% of staff members engage in at least 2 ½ hours of moderate or 1 ¼ hours of vigorous physical activity spread throughout the week
- All staff travel to and from work by car (and this is understandable due to the location)
- Encouragingly, x% of staff would like to increase their physical activity levels

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. 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](#).

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

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



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Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Develop a physical activity policy that promotes and encourages employees to increase their physical activity levels	<ul style="list-style-type: none"> Form physical activity sub-group Review sample WorkWell physical activity policy and/or examples from other organisations Agree on and draft policy content Send policy to all staff for feedback Consider feedback and finalise policy Launch policy, including communication to all staff 					
	Review flexible working policy	<ul style="list-style-type: none"> Review policy - discuss whether it supports employees to incorporate physical activity into their workday Consult with staff on further requirements Gain approval and amend policy if required Promote policy with all staff 					
	Incorporate activity breaks into regional meeting days and events lasting more than one hour	<ul style="list-style-type: none"> Get approval for this concept from management Promote with all staff and implement Ensure this is factored into all meeting/event planning 					



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Physical Environment	Provide lockers/storage facilities for staff member's personal belongings	<ul style="list-style-type: none"> Discuss options with staff and identify what facilities they would use/are required Review existing facilities and scope potential rooms/areas for new facilities Gather quotes and gain management approval Purchase facilities and set up Launch and promote facilities to all staff 					
Individual Change	Provide educational leaflets/resources on the health benefits of physical activity and health risks of inactivity	<ul style="list-style-type: none"> Review WorkWell physical activity web page for appropriate resources available Order required resources Set up a display area in the common staff room and consider other communication channels i.e. staff newsletter Review and update resources on a quarterly basis 					
	Display motivational messages/posters throughout the workplace to encourage active choices – e.g. walking during breaks, incidental activities	<ul style="list-style-type: none"> Review WorkWell physical activity web page for appropriate posters/resources Agree best locations for displaying messages to ensure visible for all staff. Consider possibility of including messages inside work vehicles Display posters/key messages Review and update resources on a 					




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		quarterly basis					
	Establish a physical activity notice board to promote upcoming physical activity events/local walks etc	<ul style="list-style-type: none"> • Research Sport New Zealand’s Sport and Recreation Directory, a tool to connect you with a chosen sport or activity and the organisations within your region • Agree on activities to promote with staff and what messages will be used • Update the notice board on a monthly basis • Celebrate individuals/groups who participate in events through the company newsletter 					



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	Provide a physical activity team challenge for all employees (voluntary participation)	<ul style="list-style-type: none"> Review available options for team challenges Consult with staff on the best option Set a date for the challenge Raise staff awareness of the challenge Roll out the team challenge and make it available to all employees 					
Evaluation Strategies: <ul style="list-style-type: none"> Staff survey – number of staff reporting to participate in physical activity five or more times a week Staff survey – number of staff travelling to work via active methods e.g. walking/cycling Organisational Profile Tool - availability of physical activity policy and facilities Staff survey – awareness of physical activity policy Evidence of activities completed							