

Achievement Program

Workplaces



A health and wellbeing initiative for workplaces and workforces

The Achievement Program, a Healthy Together Victoria initiative, is available to all organisations in Victoria to support the development of healthy workplaces and workforces. Whether you are a small business or large organisation, the Achievement Program provides an evidence-based framework and resources for creating a healthy work environment and culture to help improve and sustain health and wellbeing in the workplace.

Why take part?

A healthy work environment benefits employees and employers

Improving health and wellbeing can increase employee job satisfaction and engagement. It has also been shown to improve productivity, reduce sick leave and increase employee retention.

Receive guidance and support

Participating organisations will receive step-by-step guidelines and resources. There are opportunities to be connected to local health professionals, programs and organisations that can support workplace health and wellbeing too.

Network with other workplaces and business leaders

Participating organisations will have opportunities to join local business networks, learn from each other and gain exposure to workplace health leaders.

Be recognised

The Achievement Program recognises participants that create healthier workplaces and achieve best practice health and wellbeing benchmarks. Recognition includes a certificate and electronic icons, which can be used to promote achievements locally and statewide.



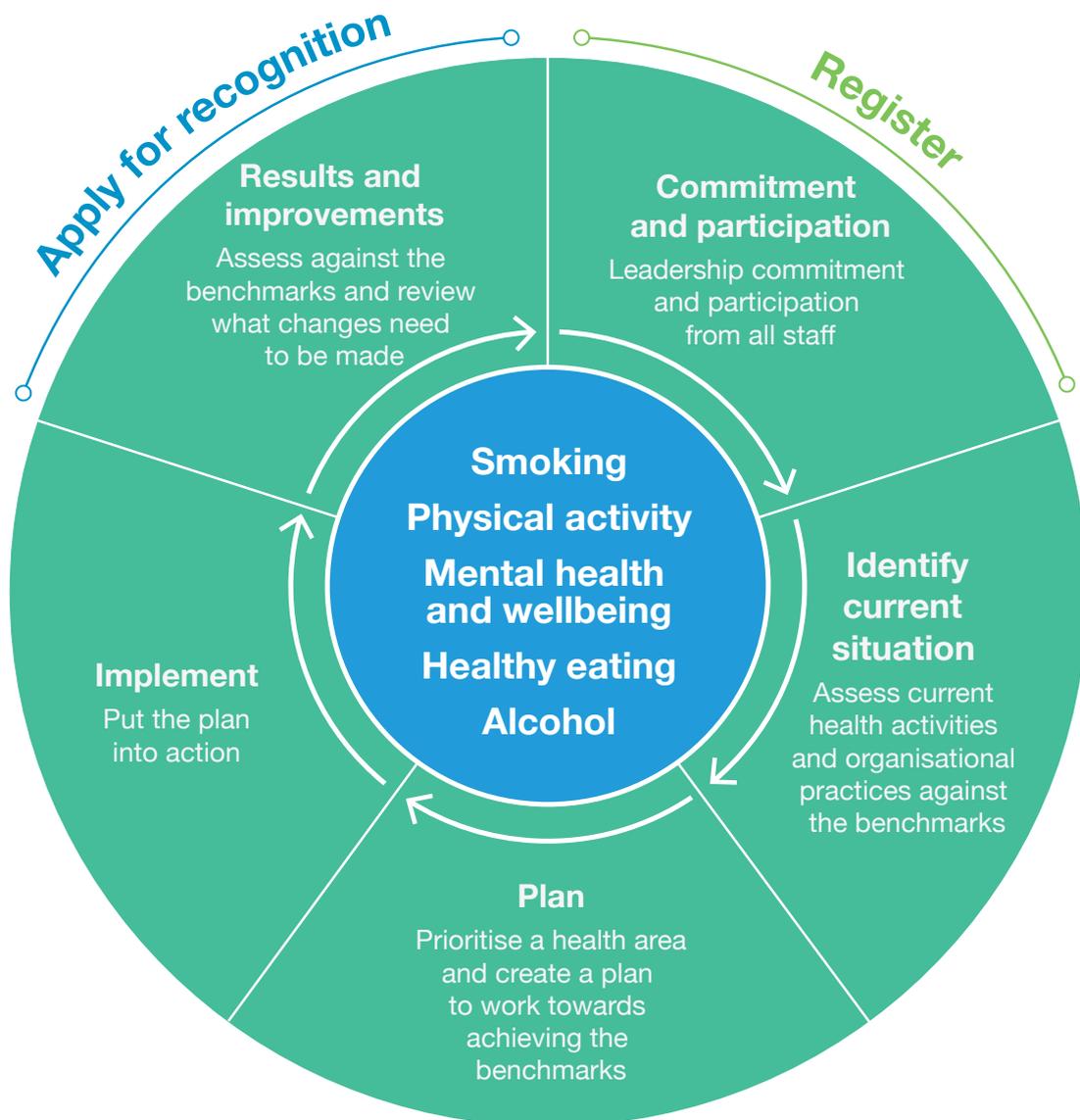
What's involved?

Many organisations will already have some health and wellbeing activities in place. These activities are a useful starting point for creating a healthy work environment through a cycle of continuous improvement.

Best practice benchmarks outline strategies for workplaces to work towards in five health priority areas: healthy eating, physical activity, alcohol, smoking, and mental health and wellbeing.

They build on existing occupational health and safety requirements and legislated obligations, such as smokefree workplaces, but do not replace them.

Figure 1: Working through the cycle



The framework

The Healthy Workplaces Framework outlines the foundations for a healthy workplace approach. The framework is based on the World Health Organization's Healthy Workplaces model and shows four areas of a workplace environment that impact on employee health. It also outlines a set of principles that should be considered to create and sustain a healthy workplace or workforce.

Figure 2: Healthy workplaces framework



Key principles



How to participate

To register your organisation, please complete and return the attached registration form to:

Administration Coordinator
Achievement Program
CEIPS
13-15 Pelham Street
Carlton VIC 3053

For more information on participating in the Achievement Program please call 1300 721 682
email: admin@achievementprogram.org.au or visit www.health.vic.gov.au/prevention/achievementprogram

Contact details

Name of organisation: _____

Key contact: _____

Position: _____

Other contact: _____

Position: _____

Address: _____

Town/suburb: _____

Post code: _____

Local Government Area: _____

Phone number: _____

Fax No: _____

Key contact email: _____

Other contact email: _____

Twitter account: _____

Facebook page: _____

Website: _____

About your organisation

Type of industry:

- | | |
|-------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Health |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Service industry | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Education | <input type="checkbox"/> Innovation Science & Technology |
| <input type="checkbox"/> Community | <input type="checkbox"/> Other <i>(please detail)</i> |

Size:

- Small (less than 20 employees) *(please specify no: _____)*
- Medium (20 – 199 employees) *(please specify no: _____)*
- Large (200+ employees): *(please specify no: _____)*

Does your organisation have more than one workplace or work location?

(e.g. head office and local workplaces)

- Yes (please specify number: _____ or please indicate if no fixed place of work)
- No

If you answered yes to the above question, will participation in the Achievement Program include all workplaces or work locations?

- Yes (please detail)
- No (please detail)

In your organisation do you have:

- A team that plans and coordinates health and wellbeing initiatives? Yes No Not sure
- A nominated person who coordinates or plays a lead role in health and wellbeing? Yes No Not sure

Who is actively involved in promoting health and wellbeing in your organisation or workplace? (e.g. HR, OH&S, specific member of staff.)

1. Name/job title _____
2. Name/job title _____
3. Name/job title _____
4. Name/job title _____

Does your organisation or workplace work in partnership with any of the following:

- Other organisations or businesses Yes No Not sure
- Health and wellbeing programs, initiatives or organisations (e.g. WorkHealth, Beyond Blue, corporate providers) Yes No Not sure
- Health professionals, for example, health promotion officers, dietitians Yes No Not sure

Achievement Program membership agreement

As a member of the Achievement Program, our organisation is committed to becoming a healthy workplace and will work towards meeting state benchmarks for health and wellbeing.

I agree to the above statement on behalf of our organisation.

Name: _____

Position: _____ Date: _____

Please forward completed form to:

Administration Coordinator
 Achievement Program
 CEIPS
 13-15 Pelham Street
 Carlton VIC 3053
 Phone: 1300 721 682
 Fax: (03) 9662 3717
 Email: admin@achievementprogram.org.au

Privacy

CEIPS will maintain the confidentiality of information you provide while participating in the Achievement Program. Your information will not be shared in a public domain without your permission. However, we may disclose information to health professionals for the purpose of providing support, or provide non-identifying information to other parties, for reporting, research or evaluation purposes. We will take all reasonable steps to protect the privacy of your personal information. If you want to access or change any of the information you have supplied, please phone us on 1300 721 682.