



Action Plan Template

This is a workplace health and wellbeing action plan template. You can use this tool to create an action plan at your farm. Make sure the plan is signed off by management and shared with your workers.

ACTION PLAN TEMPLATE

FARM NAME:

DATE:

DATE	DURATION OF ACTIVITY	ACTIVITY	TOPIC	DURATION	WHO WILL DELIVER
January	2 weeks	Health Assessments <ul style="list-style-type: none">• Offer voluntary health assessments with workers.• This will give you baseline data for your program.	General health - know your numbers.	<ul style="list-style-type: none">• 15 minutes each.• A total of 2 days is estimated to complete all assessments for all interested workers.• To be completed in breaks.	Local nurse.

APPROVAL

NAME:		NAME:	
DATE:		DATE:	
SIGNATURE:		SIGNATURE:	
DATE OF NEXT REVIEW: <<insert date>>			

ACTION PLAN IDEAS

	HEALTHY FARMERS	HEALTHY FARM
Healthy eating	<p>Distribute healthy eating guidelines. See: health.qld.gov.au/healthyeating or healthier.qld.gov.au/</p> <p>Run a fruit and vegetable competition to encourage workers to eat more fruits and vegetables.</p> <p>Promote the free Get Healthy Information and Coaching Service: http://workplaces.healthier.qld.gov.au/public-resources/get-healthy-information-and-coaching-service/</p>	<p>Support workers to stop for breaks and eat a meal or snack.</p> <p>Provide basic equipment for workers to store and prepare food (e.g. fridge, microwave, toaster).</p> <p>Provide free fruit and vegetables to your workers.</p>
Physical activity	<p>Run the 10,000 steps program. See 10000steps.org.au</p> <p>Offer voluntary health assessments to workers. Ask your local nurse to assist.</p>	<p>Support workers to do physical activity during their breaks or after work.</p>
Smoking	<p>Run the free Quit Smoking Program. See: health.qld.gov.au/quitsmoking</p>	<p>Create a no-smoking policy, or create smoke free areas on your farm.</p>
Alcohol	<p>Display information on the guidelines for drinking alcohol. See adf.org.au</p>	<p>Ensure alcohol consumption is addressed in your health and safety systems.</p> <p>Ensure non-alcoholic options are available at workplace BBQs and events.</p>
Mental health	<p>Display mental health factsheet and posters. See: ruok.org.au</p>	<p>Organise a healthy morning tea and ask the question of workers – R U OK?</p> <p>Promote telephone support services e.g. LifeLine (lifeline.org.au) or BeyondBlue (beyondblue.org.au).</p> <p>Source a counsellor or speaker to talk to workers about issues that might be impacting on their wellbeing (e.g. financial planning, relationships).</p>

EVALUATION SURVEY IDEAS

Check to see if your program worked, and if your activities were effective. Assess the changes you've made to the workplace environment, and the changes to the health and wellbeing of your workers. Here are some suggested questions you could ask at your farm.

	YES	NO	COMMENTS / SHARING RESULTS / RECOMMENDATIONS
The <<insert activity i.e. health eating>> activity improved my knowledge and understanding of the subject.			
The activity has encouraged me to change my <<insert behaviour i.e. physical activity>> choices.			
The <<insert tool i.e. financial wellbeing video>> was interesting and helpful.			
The timing and duration of the <<insert activity i.e. lunch and learn>> activity was good.			
The <<insert topic i.e. healthy eating>> brochures and posters displayed are useful and easy to understand.			
The <<insert facility i.e. no smoking area>> provided in the workplace helps me look after my health and wellbeing.			
The cost <<insert amount if applicable>> was OK.			
I will attend future activities on health and wellbeing in the workplace? If yes, please provide ideas for future activities that would interest you.			
Do you think the workplace health and wellbeing activities could be improved? If yes, please provide ideas in the comments section.			

Diabetes Queensland and Growcom developed the *Live Well Farm Well Planning Guide* in partnership with Workplace Health and Safety Queensland as part of the State Government funded Healthier. Happier. Workplaces initiative.

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