



ABC COMPANY Action Plan 2013

HEALTH@WORK.HK PROJECT 2013

Organisation: ABC Company
Period: XX 2013 – XX 2014

HEALTHY POLICY

Company's "Healthy Workplace Policy" ensures that agreed action plans are to be implemented in all sectors and at all levels of the Company.

BUILDING POLICY & SETTING UP WELLNESS COMMITTEE:

1. Company's management to include "Healthy Workplace Policy" as part of the Company's policy.
2. To set up a Company's Wellness Committee (WC). WC has crucial roles to:
 - serve as a bridge between the company and Health@Work Case Manager, as well as other health service providers;
 - discuss and formulate the Health@Work Action Plan with the Health@Work Case Manager. The Plan is individualised for the Company's needs;
 - implement and commit review the agreed Action Plan;
 - to arrange internal WC meeting and report progress of Health@work.hk Project to Company's management to gain attention and seek required support throughout the project; and
 - perform evaluation with Health@Work Case Manager.
3. To spare budget/ resources for Healthy Policy.

Health@work.hk Project Action Plan

Health Module: **Healthy Eating**

- Promote a supportive environment within the workplace to promote healthy eating
- Encourage staff to adopt healthy behavior related to healthy eating
- Increase knowledge and skills related to healthy eating

Goals	Activities	Timelines	Progress (goals achieved/outcomes) Date: XX.X.2013
<ul style="list-style-type: none"> ● Increase fruit intake ● Increase vegetables intake ● Reduce sugary drinks ● Increase water intake ● Promote healthy lunch ● Promote healthy snacks ● Prevent obesity ● Get everyone involved 	ENVIRONMENTAL INTERVENTIONS:		
	1. Post health information/tips at workplace, e.g. pantry, notice boards	Whole period	<ul style="list-style-type: none"> ● Posting of healthy menu at notice boards ● Have displayed Health@work.hk Project factsheets and health tips on healthy eating at pantry and on notice boards, at corridors, etc. ● Updated posting of healthy eating posters in office areas
	2. Display relevant pamphlets within staff's reach		<ul style="list-style-type: none"> ● Health promotional pamphlets on healthy eating displayed within office areas ● Will replenish the stocks in time
	3. Purchase and display relevant magazines within staff's reach		<ul style="list-style-type: none"> ● Planning to buy some health magazines with messages on healthy eating for staff's circulation
	4. Provide fruit free of charge regularly		<ul style="list-style-type: none"> ● Providing fruit free of charge twice per week since participation in the Health@work.hk Project
	5. Offer healthy snacks for staff		<ul style="list-style-type: none"> ● Providing free white bread or wheat bread rather than unhealthy bread with meat for staff's afternoon tea
	6. Promote intake of vegetables		<ul style="list-style-type: none"> ● Planned to encourage vegetable intake by offering group ordering of ready-to-eat vegetable to staff at a lower prize

	7. Giving healthy food as gifts for staff		<ul style="list-style-type: none"> ● Fruit basket was offered as a gift for home visit for sick leave staff
	8. Ensure adequate refrigerators, microwave ovens for staff to bring packed lunch		<ul style="list-style-type: none"> ● Provided a common area for staff to have packed lunch in office ● Planning to install a steamer at pantry
	9. Ensure adequate supply of and easy access to drinking water		<ul style="list-style-type: none"> ● Drinking facilities are adequate and easy to access
	10. Offer drinking water to staff at working desks during office hours		<ul style="list-style-type: none"> ● Minor staff would offer drinking water to staff at least 2 times per day
	11. Offer low-sugar drinks alternatives for staff and clients		<ul style="list-style-type: none"> ● Offered Chinese tea and water only for participants of meetings and clients
	12. Choose more healthy dishes (3 less, more vegetables, less meat) at annual dinner, company gatherings		<ul style="list-style-type: none"> ● Agreed to choose more healthy dishes at annual dinner and staff gatherings
	13. Offer healthy drinks and snacks at all company events		<ul style="list-style-type: none"> ● Agreed to have more healthier choice of snack and low-sugary drinks at company gatherings and events
	14. Invite staff at all levels including senior/ middle management as role models to participate in DH's H@W Project		<ul style="list-style-type: none"> ● Senior management would present the corporate assessment report to their staff with the announcement of participation of DH's Health@work.hk Project to their staff
	15. Announce the healthy eating policy and activities to staffs at all levels		<ul style="list-style-type: none"> ● Senior management would present the corporate assessment report to their staff with the announcement of participation of DH's Health@work.hk Project to their staff ● Informed all new employed staff of organization's pro-health mission
	16. Collect feedback from staff through various channels		<ul style="list-style-type: none"> ● Survey system has been set up to gather feedback of staff after all health promotion training or workshops

			<ul style="list-style-type: none"> ● Will take DH's template evaluation as reference for evaluating all health promotion activities
	17. Encourage staff's active participation		<ul style="list-style-type: none"> ● Will launch a staff slogan competition on healthy eating with gifts/ prizes
	18. Monitor effectiveness of the progress of the healthy eating promotional activities		<ul style="list-style-type: none"> ● Monitor staff absentee, turn-over rate, staff attendance for the related activities
	PERSONAL INTERVENTIONS:		
	1. Arrange relevant health talks/ workshops for staff		<ul style="list-style-type: none"> ● Agree to conduct at least 2 health talks on healthy eating within this year ● Holding monthly health theme sharing session to deliver healthy eating messages to all core management members for further dissemination to their staff
	2. Disseminate DH's monthly online resources by email		<ul style="list-style-type: none"> ● Will send DH's online resources and other recommendations by email ● Will print out hard-copies for circulation among staff. ● After circulation, will post the information at notice-boards for those without access to computers
	3. Introduce relevant websites (links: healthy recipes, CookSmart, Snack Nutritional Classification Wizard, etc.) to staff by email		<ul style="list-style-type: none"> ● Sending the monthly email from DH with health resources reference links for their staff's easy reference
	4. Publish relevant information in their newsletter		<ul style="list-style-type: none"> ● Corporation has its own monthly factsheet and will post relevant health messages on healthy eating for staff's information ● Suggesting introducing healthy eating related mobile phone apps and websites in their newsletters with QR codes