



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 Module: Physical Activity

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

Goals	Activities	Timelines	Progress (Goals achieved/Outcomes) Date: XX.XX.2013
<ul style="list-style-type: none"> ● Increase awareness of doing more physical activity ● Increase no. of staff meeting the WHO's PA recommendation ● Promote active transport ● Reduce prolonged sedentary activity during office work ● Get everyone involved 	ENVIRONMENTAL INTERVENTIONS:		
	1. Post health information/health tips at workplace, e.g. pantry, notice boards	Whole period	<ul style="list-style-type: none"> ● Have displayed Health@work.hk Project factsheets and health tips on physical activity at pantry and on notice boards, at corridors, etc. ● Updated posting of physical activity posters in office areas
	2. Display relevant pamphlets within staff's reach		<ul style="list-style-type: none"> ● Health promotional pamphlets on physical activity 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 physical activity for staff's circulation
	4. Provide instruments for staff's continuous monitoring of fitness		<ul style="list-style-type: none"> ● Planning to install weighing scales and measuring tapes at office for staff's measurement
	5. Allow physical activity during office hours		<ul style="list-style-type: none"> ● Installation of OSHC's scheduled pop-up stretching video in all staff's computers ● Planning to install the 5 minutes stretching exercised video in all staff's computers ● Planning to broadcast music to remind staff to have a short break for stretching exercise
	6. Provide a map of easily accessible and safe walking route in prominent area to promote lunch time walking		<ul style="list-style-type: none"> ● Have make up a map for staff to walk for 20 minutes at office nearby during lunch hour ● Have encourage staff to walk from office to

			nearby's MTR Fare Saver and enjoy \$2 discount on their next MTR ride
	7. Subside physical activity and exercise for staff		<ul style="list-style-type: none"> ● Sponsore Marathon runs, Trailwalker, Green Power Hike for staff
	8. Provide incentives for physical activity activities		<ul style="list-style-type: none"> ● having a supporting team which provided all Marathon participants with a gift bag, including T-shirt, towel and a healthy drink
	9. Encourage staff to avoid prolong sitting		<ul style="list-style-type: none"> ● All Human Resources team meeting lasting longer than 60 minutes will have a 3- minute break started ● Planning to have a simple message notice at the meeting table to remind "Sit for 60, Move for 3"
	10. Encourage staff to move		<ul style="list-style-type: none"> ● Signage for promoting stair climbing were posted at stair entrance to encourage staff to use stairs instead of using lift
	11. Give gifts that promote physical activity to staff		<ul style="list-style-type: none"> ● Will choose sportswear or sport shops' coupons as luckily draw gifts in annual dinner
	12. Announce the physical activity 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 ● Invite staff at all levels including senior and middle management to participate in physical activity ● Company's senior management will act as a role model
	13. 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
	14. Encourage staff's active participation		<ul style="list-style-type: none"> ● Planning to launch a staff slogan competition on physical activity with gifts/ prizes
	15. Monitor effectiveness of the progress of the physical activity 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"> ● Arranged and encouraged staff to attend DH's physical activity talk ● Plan to conduct at least 2 health talks on physical activity (elastic-band stretching exercise) within this year ● Holding monthly health theme sharing session to deliver physical activity 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 physical activity for staff's information

			<ul style="list-style-type: none"> ● Suggesting introducing physical activity related mobile phone apps and websites in their newsletters with QR codes
	5. Encourage employees to utilize the existing physical activity resources under LCSD		<ul style="list-style-type: none"> ● Some staff will book sport ground for playing badminton after work regularly on every Tuesday at LCSD sport grounds