

# Sample Action Plan: Alcohol

**Get Healthy at Work team:** Donna (Admin Manager), Lisa (Admin support), Tim (WHS coordinator & key contact), Adam (worker)

**Keeping on track:** WHS meetings will have a *Get Healthy at Work* agenda item. These meetings are attended by management and Tim will provide a progress update. The *Get Healthy at Work* team will meet bimonthly to identify new things for the Action Plan and monitor current activities.

**OVERALL GOAL:** To support workers to make healthy decisions about their alcohol consumption.

ACTION	RESOURCES AND MATERIALS	WHO	WHEN	MEASURE OF SUCCESS	SHORT TERM REVIEW 3-6 MONTHS	COMMENTS OR ACTIONS REQUIRED	LONG TERM REVIEW 12 MONTHS	COMMENTS OR FUTURE ACTIONS
<b>PEOPLE</b>								
Promote the free <i>Get Healthy Information and Coaching Service</i> to workers.	Poster in common areas.	Lisa to download <b>posters and factsheet</b> from <i>Get Healthy at Work</i> website.	15 June	Info displayed, staff aware, staff using the service.	Posters/factsheets displayed.	Add information to new staff orientation.	New staff are aware, some existing staff using the service for the second time.	Continue to encourage staff to use the service and share their experience.
	Email to all staff. Share experience of using the service in staff newsletter.	Adam to complete first 5 sessions and share his experience.	1 September	Staff newsletter article.	Positive staff conversations about using the service. Newsletter article.	Ask other workers to share their experience.	Two more staff shared their experiences.	
Provide workers with information about low risk and high risk drinking as well as the benefits from drinking responsibly.	Distribute info to workers including <i>Get Healthy at Work</i> factsheet & useful websites <a href="http://yourroom.com.au/">http://yourroom.com.au/</a> <a href="http://www.adf.org.au/">http://www.adf.org.au/</a> <a href="http://www.alcohol.gov.au">www.alcohol.gov.au</a>	Tim to download relevant factsheets and posters and forward to Donna to display in lunchroom, staff bathroom and office.	30 June	Information displayed and distributed.	Posters/factsheets displayed. Positive conversations between workers.	Information needs to be updated and rotated. Start a factsheet of the month.	Factsheet of the month working well.	Initially factsheets focused on alcohol, now starting to see factsheets about different health issues, very positive engagement from staff.
Host a Dry July fundraiser and staff competition	Register workplace as a team <a href="http://www.dryjuly.com">www.dryjuly.com</a>	Adam to complete registration and send promotional resources to Lisa who will display in office and email all staff.	15 June	Number of workers who register.	24 registered.	Positive feedback from workers.	Febfast - 31 registered and raised \$1140.	Continue two annual events. Adam to find another team member to assist and promote more broadly.  Arrange a fun run to raise additional money.
	Promote to staff (posters & email). Healthy lunch catering. Cost = \$200.	Donna to arrange lunch launch to raise money.	1 July	Amount of money raised. Number of workers who attend lunch.	\$780 raised. 27 workers attended lunch.	Plan a similar competition for 'FebFast'.	Registration for Dry July again.	

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<b>PLACE</b>								
At events provide appealing non-alcoholic drinks to encourage reduced alcohol consumption.	Replace champagne platters with mocktails on arrival at staff Christmas and Christmas in July events.	Donna to arrange with caterer.	25 July 20 December	Mocktails provided.	25% less alcohol was consumed from previous year.	Continue for next year.	A further 10% less alcohol consumed.	Continue for all future functions.
No alcohol to be consumed on site or during work hours.	Memo from management.	Tim to write memo and have signed off by management.  Donna to circulate to all staff.	1 June	Memo circulated. All staff aware.	Completed- staff aware that no alcohol is to be consumed onsite during work hours.	Review in 6 months to ensure any new staff are aware.	Completed.	No further actions.
Replace 'Friday afternoon drinks' with another team building activity.	Staff suggestion box for non alcohol related monthly team building.  Donna to book activity.	Donna to promote staff suggestion box.  Adam to collate results.  Donna to get quotes and book first activity.	Ongoing from 1 July	Participation in non alcohol related team building once per month.	Lower attendance than usual Friday drinks.	Place photos from activity on notice board and promote next month with flyers and email reminders.	Attendance is now larger than Friday night drinks. Some workers bring family along when activity is child friendly e.g. bowling.	Continue.

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<b>POLICY</b>								
Implement a Healthy Workplace Policy.	<i>Get Healthy at Work</i> Healthy Workplace Policy template.	Tim to review the template and use content to revise the current Work Health & Safety Policy.	1 August	Policy updated.	Completed.	Management are happy with new policy.	Continue.	No further actions.
		Tim to arrange sign off by management.	5 August	Policy approved.	Completed.			
		Donna to circulate to staff and add to staff orientation.	10 August	Policy circulated.	Completed.			
Implement a Healthy Catering Policy that includes limiting alcohol consumption.	<i>Get Healthy at Work</i> <b>Healthy Food Policy overview.</b> <b>Heart Foundation guide to healthy catering.</b>	Donna to develop healthy catering policy and include strategies for limiting alcohol e.g. mocktails, no wine bottles on tables.	30 July	Policy developed.	Completed.	New catering ideas used for team building day, positive staff feedback regarding the healthy food and drinks.	Continue.	No further actions.
		Tim to arrange sign off by management. Save policy and guide with event planning documents.	30 July	Documents added to event planning folder.	Completed.			
Add to policy: non-alcoholic gifts, rewards and incentives.	For staff achievements and celebrations do not acknowledge with a bottle of wine or spirits. Invest in another gift/reward e.g. gourmet food hamper, beauty voucher or active experience.	Tim to add this strategy to the Healthy Workplace Policy and have signed off by management. Donna to monitor compliance and remind managers when purchasing gifts for staff and clients. Petty cash claims for alcohol gifts will not be reimbursed.	30 August	Added to policy.  Non alcohol gifts purchased.	Completed.  Ongoing.	Very positive response from staff.	Continue.	No further actions.