



Worker Wellness Information and Resources

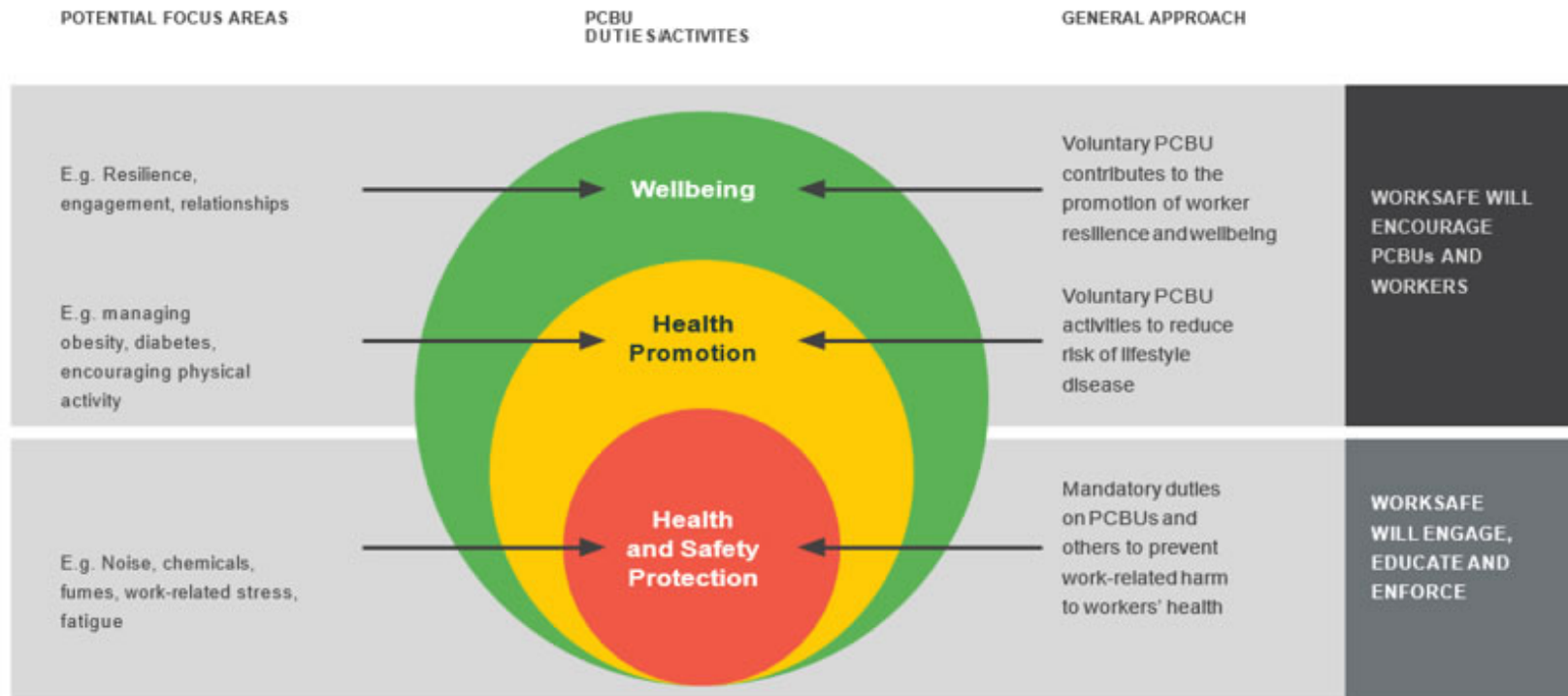
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Introduction

This resource kit has been put together by the State Services Commission with assistance from the Public Service Association, Worksafe New Zealand and MBIE as part of the Health and Safety Cross Sector Programme. This programme aims to support agencies' readiness for the implementation of the new Health and Safety at Work Act 2015.

Occupational health and wellbeing

Worksafe New Zealand has developed a diagram demonstrating how wellbeing sits within the framework of occupational health. This provides clarity on the differences between legally-required activities to prevent work-related harm to health, good practice health promotion and broader ways to improve wellbeing. It provides a framework for developing programmes and interventions.



Information and resources kit

The Worker Wellness Information and Resources Kit has been developed to provide agencies with easy access to a wide range of existing information, resources and tools to assist with the development and implementation of worker wellness programmes.

You can use this information kit to:

- search for planning tools and resources to help develop, implement and evaluate an agency wellness programme
- access free information including helpful guides and articles
- view practical resources on all aspects of workplace wellness
- find relevant websites for further information and resources.

The resource kit is aimed at assisting agencies to develop and implement appropriate worker wellness policies and programmes. The kit includes resources on how to get started, implement and evaluate a health and wellness programme, as well as resources on specific wellness areas such as workplace stress.

These resources are not intended to be prescriptive or their content endorsed. They are offered as a possible starting point for your own research. You will need to consider the occupational health framework, the size and type of your agency's risks, workforce, available resources, and employee needs to tailor a programme that supports your employees.

Other information and resources

You can also find information on occupational health, wellness and wellbeing on the following agencies' websites, some of this material is referenced in relevant sections in this information kit:

[Accident Compensation Corporation](#)

[Ministry of Business, Innovation and Employment](#)

[Ministry of Health](#)

[State Services Commission](#)

[Worksafe New Zealand](#)

Planning and implementing a wellness programme

Resources on building a business case for a workplace wellness programme, planning, implementation, management and evaluation.

Background reading

Business case

[The health and cost benefits of work site health-promotion programs](#): Ron Z. Goetzel and Ronald J. Ozminkowski, *Annual Review of Public Health*, (2008).

This article reviews factors that influence the health and productivity of workers. It defines work-site health promotion, reviews the literature that addresses the business rationale for it, as well as the barriers that may prevent sufficient investment. It includes an extensive bibliography.

[The business case for a healthy workplace](#): *Industrial Accident Prevention Association (IAPA)*, J. Burton, (2008).

This report considers some of the cost-benefits associated with unhealthy workplaces on employees.

[The Wellness Dividend](#): *How employers can improve employee health and productivity*, Graham Lowe, Ph.D., the Graham Lowe Group Inc. (2014)

This report provides an evidence-based overview of why investing in employee wellness makes sense. Also provided are practical insights about how to do this.

[Well-being in the workplace and its relationship to business outcomes](#): *A review of the Gallup studies*. In C. Keyes, and J. Haidt (Eds), (published in *Flourishing: the positive programme and the good life*. Washington DC: American Psychological Association, (2002)).

This article focuses on the wellbeing approach to understand the benefits of promoting worker wellbeing and includes results of a meta-analysis of the relationships between employee workplace perceptions and business unit outcomes.

Healthy workplace models

[Healthy Workplaces](#): *A model for action: For employers, workers, policy-makers and practitioners*, World Health Organisation (2010).

This report from WHO provides the rationale and strategies for creating healthy workplaces. An [overview](#) of the model is also provided, as well as a literature review.

[Workplace health change model](#): *Report prepared for the National Health Foundation of New Zealand by Auckland UniServices Limited* (2008).

This report examines the success factors that underpin workplace health promotion interventions and links this to organisational change information to suggest an approach for a workplace health promotion framework.

[What's happening with well-being at work?](#) N. Tehrani, S. Homepage, B. Willmott and I Haslam. *Chartered Institute of Personnel and Development*, (2007).

This article identifies some useful principles for employee wellbeing in the workplace, looks at what wellbeing programmes involve and outlines a number of case studies.

Participation incentives

[Employee participation in workplace health promotion and wellness programmes: How important are incentives and which work best?](#) L. Chapman. *North Carolina medical journal* 67 (6) (2006).

This article looks at the use of incentives to maintain employee participation in wellness/health promotion programmes.

Reading lists and literature reviews

[Workplace Wellness: A Literature Review for NZWell@Work.](#) Wellington: Ministry of Health. N. Russell (2009).

This literature review was commissioned by the Ministry of Health to be a resource for designing and planning workplace health promotion programmes. It includes definitions of wellness through to implementation and evaluation.

[Building the case for wellness.](#) Report commissioned by the Health Work Wellbeing Executive (UK), Price Waterhouse Coopers (2008).

This report considers the wider business case and the economic case for workplace wellness programmes with a literature review and case study examples. It also provides a framework for implementation focusing on planning, implementation and management of wellness programmes.

Workplace dynamics in New Zealand public services

[Workplace dynamics in New Zealand public services.](#) G. Plimmer et al. *Industrial Relations Centre and the School of Management Victoria University of Wellington*, (2013).

This survey report was prepared for the Public Service Association (PSA) and offers some interesting insights into public sector workplaces from an employee perspective.

Workplace wellness programs study

[Workplace Wellness Programs Study:](#) A RAND Health report, S. Mattke, H. Liu, J. Caloyeras, C Huang, K. Van Busum, D. Khodyakov, and V. Shier, (2013).

This report looks at the characteristics of workplace wellness programmes, evidence of impact, the role of incentives, and key attributes of successful programmes.

Guides

Developing a wellness programme

Wellington Regional Public Health has developed a [resource](#) to assist workplaces to implement a health and wellness programme focusing on physical activity, healthy eating, smoke-free and mental wellbeing.

Five step guide

[Five Steps to a Successful Workplace Wellness Program:](#) A RAND Toolkit, Kristin R. Van Busum, Hangsheng Liu, Soeren Mattke, (2014).

This free toolkit is intended to help small and medium sized employers build an effective workplace wellness programme based on a five-step guide toward planning, implementation, and evaluation.

National Institutes of Health

The website has a variety of [evidenced-based health resources](#) compiled by the National Institutes of Health to assist employers with programme development.

Tools

Return on investment

Employee Vitality: Calculating a return on your workplace wellness investment (Vitality Works website) provides step by step instructions to calculate the [return on investment](#) for workplace wellness programmes.

Workplace audit tools

Examples of workplace audit tools can be found on the following websites:

- British Health Foundation, Health at Work – [Workplace Environment Audit](#)
- NZ Well@Work - [Physical Activity and Nutrition Audit Tool](#)
- The CDC [Worksite Health ScoreCard](#) – an assessment tool to prevent heart disease, stroke, and other related health conditions

Evaluation

Developing a wellness programme

Wellington Regional Public Health [resource](#) to assist workplaces to implement a health and wellness programme includes a section on formative, process and impact evaluations.

Evaluation and research

The Effect of Disease Prevention and Health Promotion on Workplace Productivity: A Literature Review. J. Riedel, W. Lynch, C. Baase, P. Hymel and K. Peterson, *American Journal of Health Promotion* Vol. 15, No. 3, pp. 167-190, (2001).

Literature review on methods, issues and results in evaluation and research.

Health and wellbeing standard

[Investors in People Good Practice: Health and Wellbeing Award](#)

This initiative is a joint venture between Instep, Investors in People New Zealand and Investors in People Australia. It provides a strategic framework to enhance wellness in the workplace and measures the effectiveness of an organisation's employee engagement on wellness issues.

Measuring Results

[Working towards Wellness: Measuring Results.](#) Prepared by the Working Towards Wellness team of the World Economic Forum (2008).

This report on research into wellness measures was prepared by Alistair Dornan of Right Management, a Manpower company and the World Economic Forum's Working Towards Wellness team. It provides a review of wellness measurement systems in use worldwide and includes a best practice checklist.

Programme evaluation

[Programme Evaluation – An introductory guide for health promotion](#) A. Waa, F. Holibar and C. Spinola, (1998).

This manual focuses on planning and implementing health promotion programmes where evaluation will be undertaken largely within an organisation.

Websites

A variety of information and resources on wellbeing programmes can be found on the following websites:

- [Workplace Health Promotion](#) at Auckland Regional Public Health Service (ARPHS) provides advice and guidance on health and wellbeing in the workplace, including tools, free programmes and links to other organisations to help improve the wellbeing of staff.

- The British Heart Foundation's [Health at Work](#) programme aims to inspire and support health and wellbeing in the workplace.
- [Workplace Health](#) (NHS UK) has a range of information on improving health at work, with tips on dealing with stress, RSI, back pain, exercise and healthy eating.
- World Health Organization's [Workplace Health Promotion](#) webpage has a range of information and publications on promoting health in the workplace.

Mental wellbeing

Resources relating to mental health, depression and anxiety in the workplace.

Background reading

Employer attitudes and behaviours

[Like Minds, Like Mine](#) is a programme to increase social inclusion and end discrimination towards people with experience of mental illness. The website includes a range of [research reports](#) commissioned as part of this programme including the following:

[Employer attitudes and behaviours relating to mental illness: A research report for Ministry of Health.](#) M. Lennan and A. Wyllie, (2005).

This research was part of the on-going development of the Like Minds Like Mine campaign and national initiatives and was undertaken to provide an understanding of employer perceptions, attitudes and behaviours relating to mental illness in the workplace.

[What works: Positive experiences in open employment of mental health service users.](#) A research report for the Mental Health Foundation. S. Gordon and D. Peterson (2015)

This report includes a literature review on open employment, an overview of the relevant New Zealand legal framework and a summary of common themes in the interviews of employees and employers.

Trauma, loss and grief

[Managing loss and grief in the workplace.](#) Hendry T. Skylight and EAPworks

This handbook has been written for employers to help respond to the significant challenges of trauma, loss and grief in the workplace.

Employers' guide to mentally healthy workplaces (Mind, UK)

This [guide](#) is an introduction to mental health and gives pointers for improving mental wellbeing in the workplace.

Work and mental health

[Work and mental health: An employers' guide.](#) D. M. Miller, M. Lipsedge and P. Litchfield (eds.) (2002). London: Gaskell

This handbook covers the most common health risks at work including stress at work, workplace violence, and bullying. A copy is not freely available online. However, a thorough summary, list of contents and sample chapter is available via the Royal College of Psychologists [online catalogue](#).

Guides

Mental health workplace toolkit

This toolkit offers resources, practical tools and background information to help support people who are going through difficult times. The toolkits were developed by the Mental Health Foundation with input from Public Service agencies. Each toolkit contains an extensive resource library. Toolkits include:

[Employee toolkit](#)

[Manager toolkit](#)

[Organisation toolkit](#)

Five ways to wellbeing

The Mental Health Foundation has a guide on [five ways to wellbeing](#) to help people stay mentally well. These were identified in the New Economics Foundation's (NEF) Foresight Project on Mental Capital and Wellbeing research report.

Mental health booklets and pamphlets

The HealthEd website has a number of [resources](#) that offer simple advice on techniques for dealing with anger, stress, grief and loss, as well as general information on mental illness.

Tools

Depression and anxiety

The Health Promotion Agency's website on [depression](#) and anxiety includes a self-assessment tool for depression, and links to other resources.

Straight up answers for when life sucks

The Ministry of Health website has an [online self-test](#) to help people figure out if what they are feeling could be anxiety or depression, along with ideas on what to do and contacts for more advice and support.

The Journal

[The Journal](#) is a free online programme to help people with mild to moderate depression learn the skills to reduce depression. The programme is fronted by John Kirwan and takes you through a series of online lessons to build the practical changes into your weekly routine.

The Wellbeing Game

[The Wellbeing Game](#) can be found on the Mental Health Foundation's website. It is an interactive, web-based activity logging game designed to improve wellbeing by encouraging people to be more aware of the things they do to support their mental health and promote easy ways to build mentally healthy behaviours into daily activities. It can be played solo, or as part of a team.

Trauma, loss and grief

[When Loss, Grief or Trauma affect a Workplace](#). Skylight, a national not for profit trust, has partnered with EAPworks and others to develop support tools for both employers and employees.

Supporting employee success

Workplace Strategies for Mental Health (Canada) has recently published a [Supporting employee success tool](#) which helps employers identify accommodations for employees with mental illness or other mental health issues who wish to stay in or return to the workplace.

Websites

A variety of information and resources for employers and employees on mental health issues can be found on the following websites:

- The Mental Health Foundation [website](#) provides information and advocacy for those experiencing mental illness and has an [A-Z of resources and research reports](#).
- The Mental Health Foundation webpage on [Depression](#) (including a link to post-natal depression) outlines symptoms, causes and treatment choices, with links to other websites.
- [Working-well](#) is the Mental Health Foundation's programme for providing services to support and improve mental health in the workplace. They provide seminars, workshops, consultancy and on-going support to employers.
- ["One for the blokes"](#) is a workshop run by the Wellington City Council for employees as part of its wellbeing strategy. The workshop focuses on mental health and aims to give participants, particularly men, some practical skills to use. There is a case study on the Health Promotion Agency's [wellplace.nz](#) website.

- The [Mental Health Commission, Canada](#) has developed resources for creating and maintaining mentally healthy workplaces as part of its new National Standard for Psychological Health and Safety in the Workplace.
- Workplace Strategies for Mental Health's website (Canada) has a range of [free tools and resources](#) including videos aimed at improving psychological safety in the workplace.
- The Victoria state government's Better Health Channel provides online health and medical information on [depression](#) and [anxiety](#).
- Mind is a UK charity that offers [free resources](#) to improve mental wellbeing and employee engagement, including an A-Z on mental health.

Workplace stress

Resources on identifying and reducing workplace stress.

Background reading

Tackling Bullying

Workplace bullying is a significant hazard in New Zealand. Not only does it affect people physically and mentally, it can disrupt workplaces and reduce productivity. The [Preventing and responding to workplace bullying](#) guidelines were developed by Worksafe New Zealand with MBIE and are supported by a range of online tools for employees and employers.

[Understanding Stress and Bullying in New Zealand Workplaces](#), Final report to the OH&S Committee, T. Bentley et al. December 2009.

This report presents the findings from a Health Research Council of New Zealand and Department of Labour funded study that sought to develop and evaluate a valid and reliable methodology for the measurement of workplace stress and bullying in New Zealand organisations.

[Seeking better solutions: tackling bullying and ill-treatment in Britain's workplaces](#). Justine Evesson and Sarah Oxenbridge (Employment Research Australia), David Taylor (Acas), November 2015.

This policy discussion paper considers how bullying and ill-treatment might be tackled more effectively in Britain's workplaces.

Work related stress

The World Health Organisation has a number of articles on [work-related stress](#) and related links.

Workplace stress criteria

Health and Safety Executive (HSE) (UK) has conducted research to establish a workplace stress criteria standard called the [Management Standards](#) for work-related stress (Health and Safety Executive, 2012) which identify six key areas of work design.

Guides

Advice for employers and employees on reducing the impact of stress and fatigue

This [pamphlet](#), published by the Occupational Safety and Health Service, Department of Labour, Wellington and available on Worksafe NZ's website, discusses stress and fatigue using the simple 'bucket model', outlines the points at which interventions can occur and describes methods of assessing fatigue in the workplace.

Managing stress and fatigue in the workplace

This [guideline](#) was published by the Occupational Safety and Health Service, Department of Labour, Wellington, (2003) and is available on Worksafe NZ's website.

Stressed out: Keeping it together under pressure

This [booklet](#) is available on the HealthEd website and offers simple advice on techniques for dealing with stress.

Wellbeing in the workplace

This [guide](#) published by Regional Public Health, Hutt Valley DHB, provides strategies for managing stress from both a personal and organisational wellbeing perspective.

Workplace stress prevention

This [guide](#) and resource kit were developed by the Occupational Health Clinics for Ontario Workers (OHCOW) to provide workers with a basic understanding of workplace stress and what to do about it. The site also includes an [additional reading list](#).

Insomnia

The National Health Service website (UK) has a [Living with Insomnia](#) page which includes information and resources on treating sleeping issues and lifestyle changes to improve sleep.

Tools

CALM

[CALM](#) (Computer Assisted Learning for the Mind) has a number of downloadable audio files for managing stress.

Healthy Work Assessment Tool

This [tool](#) provided by Worksafe NZ can be used to identify unhealthy features of work that can lead to workplace stress.

Surveys

Examples of workplace stress questionnaires can be found on the following websites:

- Worksafe NZ has a brief [stress questionnaire](#)
- the Health and Safety Executive (UK) has developed a questionnaire (called the [Indicator Tool](#)) to assess workers' experience with stress risk factors
- the National Research Centre for the Working Environment (NRCWE), Copenhagen has developed a [tool](#) for workplace assessment of the psychosocial work environment
- [Test Your Stress Smarts!](#) is an educational quiz to test your knowledge about stress (American Psychological Association)
- UK National Health Service website has [workplace stress self-assessment](#) and [sleep self-assessment](#) tools.

Websites

A variety of information and resources on workplace stress can be found on the following websites:

- MBIE's New Zealand at Work website summarises some of the issues covered in [stress cases](#) considered by the Employment Relations Authority to illustrate the types of issues employers should think about on a day to day basis regarding how to deal with stress in the workplace.
- Worksafe New Zealand's website has a range of information relating to [stress and fatigue](#) in the workplace.
- Workplace Health Promotion's website (Auckland Regional Public Health Service) provides advice and guidance on [stress management](#), including links to other organisations.

- The Health Navigator NZ website contains health information and self-help resources relating to [stress](#).
- The Heart Foundation's [Managing Stress](#) webpage has tips on how to deal with everyday stressors in life.
- National Health Service (UK) contains information and resources on [stress](#), [stress management](#) and [emotional health](#).
- The Victoria (Australia) State government's Better Health Channel provides online health and medical information on [stress](#).
- [Chronic stress puts your health at risk](#) (Mayo Foundation for Medical Education and Research) provides information on the body's stress-response system and what happens when it gets over-loaded.
- MIT Medical's website has free [print and audio files](#) to facilitate mindfulness, overcome insomnia, reduce stress and improve sleep quality.

General health and wellbeing

Resources on a wide range of general health and wellbeing issues in the workplace including alcohol and drugs, harassment, injury prevention, back pain, fatigue, family violence, smokefree workplaces, and being sun smart.

Background reading

Common health risks

[Keeping well at work: A TUC guide.](#) Person P. Kogan Page (2nd ed. 2001).

This handbook covers the most common health risks at work including: stress at work, workplace violence, bullying, new health issues like PMS, muscle aches and strains. A copy is not freely available online. However, a brief description is available via the Trade Union Congress [online catalogue](#).

Discomfort, pain and injury (DPI)

The ACC website provides a series [of discomfort, pain and injury articles](#) on back pain and mobile phone usage issues.

Family violence

[Productivity gains from workplace protection of victims of domestic violence](#) S. Kahui, B. Ku, S. Snively, March 2014. Project commissioned by the Public Service Association.

This report found domestic violence costs employers \$368 million a year, which could be avoided through workplace protections.

Smokefree

The Ministry of Health's website contains information on the [legal requirements](#) that employers must comply with. This includes displaying 'smoke-free' signs.

Smoking cessation

[Smoking Cessation in the Workplace: What Works: A Literature Review.](#) The Quit Group. Janneke van't Klooster,(2009).

This literature review was prepared for The Quit Group, New Zealand. It covers implementation, the effectiveness of programmes, increasing participation rates, costs and benefits.

Guides

Alcohol and drugs

The Health Promotion Agency's [serving alcohol safely guidelines](#) outline the key components of host responsibility at work social events for employers and gives advice for ensuring the safety of staff.

HRINZ members can access their [alcohol and drugs guide](#) which provides practical advice and information on how to manage alcohol and drug use in the workplace. HRINZ also offers a [workplace substance abuse guide](#), which details the common symptoms displayed by users.

Cancer

The Cancer Society's [For HR Managers: Cancer in the Workplace](#) has some pointers on creating a supportive work environment for employees dealing with cancer either as a patient or a care giver.

Computer use

ACC's [guidelines](#) aim to help workplaces achieve healthy and productive computer use and early identification and management of computer related discomfort, pain and injury. (These guidelines are available in both full and short versions.)

Discomfort, pain and injury

ACC's [Preventing and Managing Discomfort, Pain and Injury guide](#) offers ideas and information that can help to reduce the impact of these problems in the workplace.

Family violence

This [resource](#) (Playing our part – Male Champions of Change letter) describes actions that organisations can take to reduce the prevalence and impact of domestic and family violence. It includes a three-level model to implement these actions and examples of responses. The website also includes links to other resources and tools.

Fatigue

ACC guidelines on [fatigue in the workplace](#) and how to reduce the risk and impact of fatigue, including driver fatigue.

Harassment and bullying

The State Services Commission's guide on [Creating a Positive Work Environment](#) - Respect and Safety in the Public Service Workplace (July 2003) is intended to assist departments to address harassment which is one cause of stress in the workplace. It addresses the issue in the context of health and safety and includes a number of tools, resources and websites as well as an extensive bibliography.

Menopause

Unison's (UK public service union) [guide on menopause and work](#).

Pregnancy

The Human Rights Commission's Employers' [guidelines](#) for the prevention of pregnancy discrimination have been developed to assist employers in providing a supportive and discrimination-free workplace for pregnant workers.

Sexual harassment

SSC has a leadership role across the Public Service in relation to integrity and conduct issues and has recently developed the [Prevention and Response to Sexual Harassment Policy Guideline](#).

Smokefree workplace

QuitLine's website has [step-by-step guide](#) to help employers reduce smoking rates in the workforce.

Tools

Discomfort, pain and injury

ACC's [HabitAtWork](#) is an educational tool promoting self-help and problem solving for preventing and managing discomfort, pain and injury. It contains information, quizzes, resources and FAQs.

Family violence

[Good for staff – good for business](#) is a toolkit developed as part of the It's Not OK programme that provides information about how employers can raise understanding of family violence and support employees affected by it.

Health, safety and wellness tips

ACC's [Work Smart Tips](#) is a free online tool that lets employers customise health and safety and wellness information (or 'smart tips') specific to individual workplaces.

Heart age calculator

The Heart Foundation's [Know Your Numbers](#) is a free online tool available to give people an insight into how healthy their heart is.

Smoking cost calculator

QuitLine's website has a [smoking cost calculator](#) for employers.

Injury cost calculator

The ACC website has an [injury cost calculator](#), which is in two parts – case studies with examples of costs to employers and a tool to build an injury scenario and calculate what the costs could be.

Websites

A variety of information and resources on workplace stress can be found on the following websites:

- ACC's [fatigue in the workplace](#)
- The Heart Foundation's [Stopping smoking](#)
- [It's Not Ok](#) has free resources on family violence
- [QuitLine's](#) has a range of resources to help people quit smoking, including resources to help others quit and information for employers
- [Smokefree.org.nz](#) is the Health Promotion Agency's website to educate New Zealanders about harm caused by smoking. This link includes information about several organisations to help people quit smoking.
- [Smokefree Coalition's](#) website includes links to various quit services.
- The Health Promotion Agency's [SunSmart](#) website contains information and resources to help workplaces and the general public stay SunSmart.
- [Melanoma New Zealand](#) website includes recommended [resources](#) and [early detection](#) information.
- From October to April the [MetService](#) publishes its Sun Protection Alert on its homepage. The Sun Protection Alert is included within the MetService weather apps and on the MetService website.

Physical activity

Resources on how to encourage staff to stay active and move more at work.

Background reading

Cycling and walking to work

The Greater Wellington Regional Council's [Active a2b report \(2015\)](#) is an evaluation of the 2015 programme. Active a2b is a health and wellbeing initiative that aims to increase travel to work by walking and cycling.

Standing up for health

[Standing up for the health of your people](#): An HR professional's guide to navigating the standing desk movement. D. Hibberd (Vitality Works) and J. McPhee (AUT University), (2015).

This article outlines the case for sit-stand desks and understanding the need to move more at work.

[Sitting time and work patterns](#) as indicators of overweight and obesity in Australian adults. W. Brown, Y. Miller and R. Miller. *International Journal of Obesity*. 27 (11), p1340 – 1346, (2003).

This paper explores the relationships between sitting time (in transport, work and leisure), physical activity and body mass index (BMI) in two contrasting samples of adult Australians.

[A workplace intervention to promote stair climbing: greater effects in the overweight](#). F. Eves, O. Webb and N. Mutrie. *International Journal of Obesity*. 14 (12), P2210 – 2216, (2006).

This study tested an intervention designed to promote stair climbing in a workplace.

[Increasing stair usage in a professional workplace](#): a test of the efficacy of positive and negative message prompts to change pedestrian choices. P.D. Cooley, S.J Foley, and C.G. Magnussen. *Health Promotion Journal of Australia*, 19(1) P64-7 (2008).

This study investigated the effectiveness of positive and negative-themed message prompts encouraging stair use at the point of choice between an elevator and stairwell in a professional workplace.

Guides

Cycling to work

This [guide](#) and other resources provided by Bike Wise are to help employers encourage staff to use their bicycles more often. The resources include advice on planning workplace cycling related activities, case studies and templates, such as a facilities checklist, staff survey, workplace cycle plan and a poster/flyer/certificate.

Sit less move more guide

The Health Promotion Agency's [guide](#) for office workplaces to encourage staff to sit less and move more suggests a number of no-cost ways to encourage staff to move more. This [key messages](#) sheet has content suggestions for communicating the benefits to staff of sitting less and moving more.

Surveys

Examples of activity surveys can be found on the following websites:

- NZ Well@Work - [Physical Activity and Nutrition Audit Tool](#)
- Bikewise – [Staff survey on cycling to work](#)

Programmes and challenges

Cycling and walking to work

[Active a2b](#) is the free summer programme available to workplaces in Wellington to encourage employees to walk and cycle to work during the months of January to April. Participants receive personalised support and resources, and can choose from a range of workshops, tools and challenges. Participants also receive a weekly e-newsletter, sharing success stories from the programme and providing information on upcoming events.

Feetbeat

[Feetbeat](#) is an 8 week walking programme where teams are challenged to walk for at least 30 minutes a day while taking a virtual journey around Auckland, New Zealand or the Pacific.

Move Aotearoa

[Move Aotearoa](#) is a board game encouraging individuals to increase physical activity with workmates, whanau/family and friends.

Stair challenges

The Health Promotion Agency has resources to support five [stair challenge](#) destinations of iconic New Zealand landmarks. These are flexible to suit office workplaces of any size. Resources include a guide to creating a stair challenge, posters, and participation certificates.

Toi Tangata

[Toi Tangata](#) are health, fitness and nutrition specialists and provide education programmes to a range of clients, both Māori and non-Māori, throughout New Zealand. They are also advisers to the Ministry of Health on Māori public health nutrition and physical activity.

Websites

Information on physical activity, sports events and recreation facilities can be found on the following websites:

- [Bike Wise](#) website has information on cycling events
- The [Cancer Society](#) website has a range of resources, including factsheets, on nutrition and physical activity.
- [Center for Disease Control and Prevention – Physical Activity](#) has information, guidelines, resources, reports and videos.
- The Heart Foundation's [Exercise and fitness](#) webpage.
- [Living Streets Aotearoa](#) website has information on Walk2Work Day
- [New Zealand Recreation Association](#) website has information on recreational facilities, parks and open spaces
- [Sport New Zealand](#) website has information on sports and recreational events
- [World Health Organization – Move for Health](#) has information about World Health Day.

Healthy eating

Resources on weight management, healthy eating and drinking.

Background reading

Focus on nutrition

[A Focus on Nutrition](#): Key findings from the 2008/09 NZ Adult Nutrition Survey. University of Otago and Ministry of Health, (2011).

This report provides an indication of the nutritional habits and nutrient intakes of adults in New Zealand.

GP opinion of weight management interventions

[General practitioner opinion of weight management interventions in New Zealand](#). R. Claridge, L. Gray, M. Stubbe, L. Macdonald, R. Tester, A. C. Dowell, Otago University. *Journal of Primary Health Care*, 6(3), September 2014.

This research study explores GP opinion of weight management interventions in the Wellington region.

Guides

Better vending for health guidelines

The Workplace Health website run by the Auckland Regional Public Health Service, has [guidance on vending and snack machines at work](#).

Food and nutrition guidelines

The Ministry of Health has a number of [food and nutrition guidelines](#) for health professionals who provide nutrition advice.

Each guideline has an accompanying health education resource for the general public.

The Ministry is currently updating these guidelines. The first edition of Eating and Activity Guidelines for New Zealand Adults introduces updated guidelines for adults. The Eating and Activity Guidelines Series can be found at [Eating and Activity Guidelines](#).

Guide to providing healthier beverage options

The Health Promotion Agency's [healthy beverage guidelines](#) are intended to assist employers to support the health of their staff by improving the quality of beverages available in the workplace.

Guidelines for providing healthier cafeteria food

The Heart Foundation's [Guidelines for Providing Healthier Cafeteria Food](#) helps workplaces to provide healthier food options in their cafeterias, and promote and display them in a prominent and attractive way.

Serving Alcohol Safely at Workplace Events

The Health Promotion Agency's [serving alcohol safely guidelines](#) outline the key components of host responsibility at work social events for employers and gives advice for ensuring the safety of staff.

Surveys

NZ Well@Work - [Physical Activity and Nutrition Audit Tool](#)

Websites

Information on healthy eating can be found on the following websites:

- [Agencies for Nutritional Action](#) website has links to research, resources, professional development and news on improving nutrition and increasing physical activity.

- The [Cancer Society](#) website has a range of resources, including factsheets on nutrition and physical activity.
- [5+ A Day website](#) has information, recipes, tips and tools about fruit and vegetables.
- The Heart Foundation's [A healthy weight for life](#) webpage has a number of resources on managing weight, including [healthy weight loss tips](#).
- [My Family Food website](#) provides menu ideas to make it easier for families to cook healthy food.
- The [Workplace Health website](#) run by the Auckland Regional Public Health Service, has resources to support healthy eating, as well as links to catering guidelines, and a workplace nutrition policy.
- [Vegetables.co.nz website](#) (Horticulture NZ) has recipes and information about vegetables, information about seasonal availability and cooking methods, and advice on healthy eating and nutrition.
- [Australian Government – Physical Activity and Health](#) contains information on nutrition and healthy eating, physical activity and promoting healthy weight.