# **H**[**ealth@work.hk**](mailto:health@work.hk) **Project 2013**

# **Year Plan**

POLICY

This is to put health on the agenda of policy makers of the Company. Health policy directs them to be aware of the health consequences of their decisions and to accept the company’s responsibilities for employee’s health.

Having Health Policy included in the Company’s policy ensure 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 role 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 Year Plan with the Health@Work Case Manager. The Plan is individualised for the Company’s needs;
* implement and commit review the agreed Year 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.

1. To spare budget/ resources for Healthy Policy.

## **Module 2 – Physical Activity (PA)**

Identify Physical Activity GOALS & INTERVENTIONS

Specific goal(s) could be set under the Company’s Health Policy. It facilitates the formulations of corresponding action plans and implementation. Base on data collected from the Staffs Health Day and analysis results by Department of Health, now you should be able to identify the need for creating a physically active environment in your workplace. WC could then decide whether to adapt the action plan suggested by Department of Health and commit to this module (as a part action plan).

The main target of this module is to create a physically active environment – this is to make physically active an easier option for staffs in workplace. Here we propose some common physically active goals as listed in table below. Select any of the suggested goals which to meet the health needs of your Company, then you can follow direction to *go to* its corresponding pages for detailed intervention ideas. We focus on environmental modifications, which are believed to lead to a sustainable healthy change of behaviour. Yet, personal behavioural modification is also important and should be considered in action planning too.

Participating companies are welcome to draft their very own physically active goal to meet their individual needs. Please feel free to contact your Health@Work case manager for professional advice and further discussion.

Active Living Goals go *to …… page*

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[(1) Increase awareness of doing more physical activity 4](#_Toc354658068)

[(2) Increase no. of staff meeting the WHO’s PA recommendations 6](#_Toc354658069)

[(3) Promote active transportation 8](#_Toc354658070)

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[(7) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 15](#_Toc354658074)

# Increase awareness of doing more

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

# physical activity

ENVIRONMENTAL

* Provide weighing scales and measuring tapes at office for staff’s measurement
* Send bi-weekly or monthly e-physical activity message/ tips / myths to staff

through various channels (e.g. email or notice board)

* Post health messages, health tips, posters, etc on notice boards, or within any office areas
* Display relevant pamphlets for staff’s reference
* Place the exercise equipments on easily accessible areas within workplace
* Enforce active leadership support and participation by senior management of the company
* Allow flexible working hours to encourage more PA (e.g. lunchtime walk or walk to company)
* Promote “Sports-wear Day” on every Friday to encourage staff to participate in PA after work
* Set team morning 20-mins exercise time (9:00- 9:30) with a leader
* Offer new employed staff a health orientation, and opportunities (e.g. places) to do PA
* Set hyperlink to Health@work website in corporate’s website

Other ideas:

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PERSONAL:

* Encourage staff to participate in an introductory presentation on physical activity(offered by DH)
* Arrange workshops or class health-related physical activity according to staff’s needs every \_\_\_\_\_\_months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity magazine for staff
* Encourage employees to utilise the existing PA resources under LCSD, e.g. joining the “Quality Walk” with flexible working hours, “Hiking Scheme” (on Sunday) in a team

Other ideas:

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# Increase no. of staff meeting the

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

# WHO’s PA recommendations

ENVIRONMENTAL

* Provide weighing scales and measuring tapes at office for staff’s measurement
* Display physical activity messages, health tips, posters, etc on notice boards, or

within any office areas

* Provision of a venue/ room for staff to perform exercise (e.g. yoga with video play) at lunch hours or any time break
* Install shower and/or changing rooms
* Place the exercise equipments on easily accessible areas within workplace
* Provide a map of easily accessible and safe walking route in prominent area to promote lunch time walking
* Subsidise PA and exercise e.g. gym memberships, sporting events (e.g. Marathon runs) , onsite fitness classes (e.g. stair-walking, yoga, aerobics or pilates)
* Subsidies PA and exercise equipment purchase (e.g. stationary bike, stepper, yoga mat or pedometer)
* Incentivise PA and sports activity (e.g. Family Sports Day/ In-house or inter-department Sports Day with awards, e.g. cash coupons to winners)
* Arrange booking of sports facilities (e.g. LCSD’s sports venue) through organisation account
* Set hyperlink to Health@work website in corporate’s website

Other ideas:

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PERSONAL:

* Encourage staff to participate in an introductory presentation on physical activity(offered by DH)
* Arrange workshops or class health-related physical activity according to staff’s needs every \_\_\_\_\_\_months.
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity magazine for staff

Other ideas:

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# Promote active transportation

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

* Display physical activity messages, health tips, posters, etc on notice boards, or

within any office areas

* Encourage buddy system (at least 2) by organizing lunch time walking group
* Install shower and/or changing rooms
* Provide a map of easily accessible and safe walking route in prominent area to promote lunch time walking
* Relocate computer peripheral devices (e.g. printer or copying machine) to a relatively distal area to promote more walking at work
* Subsidies staff’s participation in PA activities (e.g. stair-climbing).
* Subsidies PA exercise equipment purchase (e.g. stationary bike, stepper or pedometer)
* Arrange booking of sports facilities (e.g. LCSD’s sports venue) through organisation account
* Set hyperlink to Health@work website in corporate’s website

Other ideas:

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PERSONAL:

* Encourage staff to take public transport and whenever possible to get off one or two stops earlier to walk to work
* Encourage use of pedometer as a tool to monitor daily PA
* Encourage staff to participate in an introductory presentation on physical activity(offered by DH)
* Arrange workshops or class health-related physical activity according to staff’s needs every \_\_\_\_\_\_months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity magazine for staff

Other ideas:

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# Reduce prolonged sedentary activity

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

# during office work

ENVIRONMENTAL

* Installing screen reminder for staff to participate in a short stretching exercise with guidance provided by DH
* Display exercise reminder signage/ point-of-decision prompts (POP) in prominent area (e.g. stair prompts near the lift, stretching exercise instruction tips near the copying machines) to promote stair use and stretching exercise at work (if applicable)
* Relocate computer peripheral devices (e.g. printer or copying machine) to a relatively distal area to promote more walking at work
* Subsidise PA and exercise e.g. gym memberships, sporting events, onsite fitness classes (e.g. stair-climbing, yoga or pilates)
* All meetings lasting more than 60 minutes will include a physical activity break of at least 3-5 minutes for walking or stretching exercise (Sit for 60, Move for 3)
* Launch “walk and talk” meeting (e.g. for brain-storming meeting) depending on the nature of meeting
* Set hyperlink to Health@work website in corporate’s website

Other ideas:

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PERSONAL:

* Encourage staff to stand up and walk for at least 3 minutes after prolonged sitting (e.g. Sit for 60, Move for 3)
* Encourage staff to participate in an introductory presentation on physical activity(offered by DH)
* Arrange workshops or class health-related physical activity according to staff’s needs every \_\_\_\_\_\_months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity magazine for staff

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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# Enhance personal skills on doing

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**Make at Least One**

**Environmental Change!**

# physical activity and regular exercise

ENVIRONMENTAL

* Provide weighing scales and measuring tapes at office for staff’s measurement
* Place the exercise equipments on easily accessible areas within workplace
* Display relevant pamphlets for staff’s reference
* Send bi-weekly or monthly e-physical activity message/ tips / myths to staff through various channels (e.g. email or notice board)
* Installing screen reminder for staff to participate in a short stretching exercise with guidance provided by DH
* Subsidise PA and exercise e.g. gym memberships, sporting events, onsite fitness classes (e.g. stair-climbing, yoga, aerobics or pilates)
* Arrange booking of sports facilities (e.g. LCSD’s sports venue) through organisation account
* Encourage and subsidise staff to attend physical activity-related workshops or courses to empower their skills and knowledge
* Set hyperlink to Health@work website in corporate’s website

Other ideas:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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PERSONAL:

* Encourage staff to participate in an introductory presentation on physical activity(offered by DH)
* Arrange workshops or class health-related physical activity according to staff’s needs every \_\_\_\_\_\_months
* Dissimilate relevant online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity magazine for staff
* Encourage employees to utilise the existing PA resources under LCSD, e.g. joining the “Quality Walk” with flexible working hours, “Hiking Scheme” (on Sunday) in a team

Other ideas:

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**(6)** **To get everyone involved**

ENVIRONMENTAL

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

* Giving gifts which could promote physical activity when appropriate e.g.
  + choose physical activity related products (e.g. sportswear, sport

accessories, sport shops coupons, etc.) as lucky draw gift in annual dinner; or

* Invite staffs in all levels to participate – including senior/middle management as role models
* Announce the Physical Active Policy and activities to all staffs at all levels
* Arrange a recognition scheme / staff nomination scheme with award/ incentive for those having good progress in adopting a healthier exercise habits by: gift / prize / recognition / announcement
* Collect activity ideas from staffs, through: survey / suggestion box
* Launching of staff slogan competition on physical exercise with gift / prize / recognition / announcement
* Launch “Sports-wear Day” to encourage staff participation in physical activity at work
* Monitor staff absentee, turn-over rate, number of staff participation in activities, frequency of healthy eating, job performance progress & satisfaction, etc. to monitor the progress of the project

Other ideas:

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PERSONAL:

* Organise on-site physical activity programme / talk / workshop every \_\_\_\_ months.
* Dissimilate online resources provided by DH on monthly basis
* Introduce websites with physical activity information/materials, e.g. [www.cheu.gov.hk](http://www.cheu.gov.hk), <http://www.healthatwork.gov.hk>
* Provide a corner for physical activity information in the corporate newsletter
* Purchase and place physical activity g magazine for staff

Other ideas:

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# (7) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Environmental changes are very important in sustaining physical activity.

**Make at Least One**

**Environmental Change!**

ENVIRONMENTAL

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PERSONAL:

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