



Creating a Health and Wellbeing Committee

Forming a health and wellbeing committee is an opportunity to gain and maintain support for health and wellbeing in your workplace.

Including the subject of health and wellbeing within pre-existing committee terms of reference and agendas can increase its recognition, while minimising workload. However, if you see a place for a dedicated health and wellbeing committee, here are some tips to forming a valued and effective one:

- > Consider a diverse range of participants. Targeting particular individuals can ensure good representation from a range of departments, positions or rank.
- > Recruit for a range of abilities and then create opportunities for those participants to learn new skills, such as program planning, implementation, monitoring, and even marketing and promotion.
- > Define the purpose of the committee and stay true to this plan. This relates to roles within the committee and program timeframes. The Healthy Workers - Healthy Futures toolkit (Step One) contains a sample *Terms of Reference* template and *Agenda* template to assist with planning.
- > Commitment and length of term – although difficult to define initially, consider the commitment required of each role within the committee, so that participants can nominate themselves to a role accordingly.
- > Proxy members – members should nominate a proxy if attendance becomes an issue.
- > Timelines and dates – during initial planning with the committee, schedule meeting dates in advance and be clear about the program's timeline.

- > For smaller workplaces, the committee may require less members, but they should ideally be members who can speak on behalf of management and employees, and can act as program decision makers. It may also be important to evenly spread the workload and responsibilities to various employees to achieve set goals.
- > Consider approaching health and safety representatives (if applicable) to see if they would like to be involved.

Examples of roles within the committee could include (but not be limited to):

- > Chairperson. Usually this role will be filled by the individual managing the health and wellbeing program or a relevant senior manager (e.g. Human Resources or Workplace Health and Safety Manager)
- > promotions/communication
- > meeting coordination and hosting
- > budget and resourcing
- > external provider/local and community services liaison
- > record keeping - program activities, evaluation documents and meeting minutes
- > reporting.

Members who have limited capacity for involvement, should be utilised appropriately, for example, if their skills are in policy writing, ask for a commitment to this. Other members may play a stronger role during different phases of the program.

Step Three of the *Healthy Workers – Healthy Futures* toolkit focuses on creating action plans for your health and wellbeing program, something the Health and Wellbeing Committee will play an integral part in developing and implementing.

Further information

To access the toolkit, all of the tools, and associated resources required to plan, implement and evaluate your own workplace health and wellbeing program head to *Healthy Workers – Healthy Futures Initiative* at www.sahealth.sa.gov.au/healthyworkers

Contact information

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