



## **Workplace Health Promotion Grants**

### **Information for employers**

**Stage 1: 2008/09**

## Introduction

WorkHealth is offering one-off *Workplace Health Promotion Grants* to employers in Victoria to assist in establishing projects that promote workers' health and wellbeing.

The grants are available to employers who have already conducted worker health checks within the previous two years as a foundation for ongoing workplace health promotion activities.

These information guidelines provide details of eligibility criteria and the application process.

## What is WorkHealth?

WorkHealth is a division of WorkSafe Victoria which offers Victorian workplaces voluntary programs to promote worker health and wellbeing and decrease the risk of chronic disease such as type 2 diabetes, obesity, cardiovascular disease and depression.

In addition to Workplace Health Promotion Grants, the programs include access to Worker Health Checks. They provide information and advice to individual workers about their risk of developing type 2 diabetes and/or cardiovascular disease and the impact the worker's lifestyle may have on their health.

## What are Workplace Health Promotion Grants?

Workplace Health Promotion Grants provide funding for employers to expand on their existing workplace health promotion initiatives. They support projects that:

- encourage healthy behaviours and promote the health and well-being of people at work; and
- create a supportive work environment to help make healthy choices easy for workers and encourage them to maintain healthy behaviours into the future.

The grants are designed specifically for employers who have already implemented worker health checks and thus have an understanding of the health needs of their workforce and of health promotion projects that are suitable for their organisation.

Grants will support implementation of workplace health promotion projects to operate for a period of up to 12 months. In certain circumstances projects may be staged over a longer period, for example to accommodate a large workforce spread over multiple worksites.

## When will the Grants be Available?

Workplace Health Promotion Grants will be made progressively available to be operational state-wide by early 2010. Stages to be largely based on clusters of local government areas (LGAs) will be based on the following timeframes:

Stage One – from 27 February to 30 June - a first stage of grants is available from February 2009 in the following local government areas: Greater Geelong, Loddon, Greater Bendigo, Otway Colac, Glenelg, Mt. Alexander and Southern Grampians;

Stage Two - from July 2009 onwards, WorkHealth begins rolling out across metropolitan Melbourne;

Stage Three - from February 2010, WorkHealth rolls out worker health checks in the remaining areas of the State, in addition to the targeted areas in stages one and two.

## Who is eligible to apply for a grant?

WorkHealth has established broad eligibility criteria for employers in order to facilitate the extensive participation of Victorian workers.

### Principal eligibility criteria

Employers who have offered health checks to the majority of their workers within the previous two years are eligible to apply for a grant. These worker health checks should have focused on some or all of the risk factors for chronic disease within the scope of WorkHealth.

An employer will be asked to include evidence of the provision of these health checks with their application. Examples of supporting evidence would include invoices and/or receipts for services delivered, copy of the service provider's report, a statement from the service provider or the like.

### Additional eligibility criteria

Employers (for-profit, not-for-profit organisations, or Victorian Government agencies) are eligible to apply for a Workplace Health Promotion Grant if they:

- pay a premium under a WorkSafe Injury Insurance policy, *or*
- are approved by WorkSafe as a self insurer, *or*
- are registered in a jurisdiction other than Victoria, but have a WorkSafe Injury Insurance policy (eligible on behalf of workers in their Victorian operations only).

### Who is not eligible?

Employers are *not* eligible to apply for a Workplace Health Promotion Grant if they have not implemented their own worker health checks. Employers are also not eligible who are:

- unable to take out a WorkSafe Injury insurance policy;
- a government agency or business entity which is registered with Comcare; or
- an employer, government agency or business entity operating wholly outside of the state of Victoria.

## What types of activities are likely to be funded?

Workplace health promotion projects are aimed at reducing chronic disease risk factors by focusing on one or more of the following:

- increased physical activity,
- healthy diet
- smoking cessation;
- responsible alcohol consumption, and/or
- positive mental health.

Workplace health promotion projects may consist of a wide range of activities designed to improve workers' health and encourage healthy behaviours such as information, education and opportunities for participation in group activities.

They are likely to be more effective and likely to receive WorkHealth funding where they:

- are well planned and managed;
- have clear commitment and support from senior management;
- create a work environment that makes healthy choices easy for workers and helps them to maintain healthy behaviours into the future;
- involve workers and other relevant stakeholders throughout their development and implementation; and
- are made sustainable through the development of internal skills and accountabilities.

## What types of activities are unlikely to be funded?

Workplace Health Promotion Grants are unlikely to be provided to fund the following:

- equipment or services that have already been purchased;
- major capital expenditure such as buildings;
- purchase of a vehicle, trailer or associated transport cost;
- ongoing operational costs (e.g. salaries, rent, utilities); and
- worker health checks\*.

[\* Employers may register to obtain funding to provide worker health checks in their workplace under a separate program.]

## How to Develop a Workplace Health Promotion Project

No two projects will be the same, as successful workplace health promotion projects are designed around the needs of workers and the goals of the organisation. To develop a project an employer may be guided by their workforce needs, potentially informed by previous health checks which flag health risk factors and the results of their *Healthy Workplace Check*.

WorkHealth's *Healthy Workplace Check* is an easy-to-use, online, self assessment questionnaire enabling employers to identify risk areas and better understand their current workplace environment in terms of workplace health. It provides useful tips, resources and strategies for improving healthier workplaces to support worker health.

### Examples of projects and activities that may be eligible for funding

The following table provides examples of activities on which employers may base a workplace health promotion project. Any number of the examples may be selected to develop a project in a combination that best suits the needs of the workforce and organisation.

Employers are not restricted to selecting from these examples. Workplace consultation, needs assessment and/or experience to date may lead to employers proposing other activities.

**TABLE 1: Examples of workplace health promotion projects and activities**

<b>CAPACITY BUILDING</b>	
Includes activities involved in planning the health promotion project, especially establishing needs, involving stakeholders and building skills within the organisation.	
<b>Description of activity element</b>	<b>Examples of possible funded components</b>
Project governance	<ul style="list-style-type: none"> <li>Facilitator to establish a Health and Wellbeing Committee for example, as a subgroup or working group of the OHS Committee</li> </ul>
Needs assessment/s	<ul style="list-style-type: none"> <li>Facilitator to survey workers and managers, establish organisation's needs and establish the status of any existing health related initiatives</li> </ul>
Policy development, including overall health promotion policy and specific aspects such as activity, healthy food, smoking, alcohol, etc	<ul style="list-style-type: none"> <li>Facilitator to support and coordinate policy development, stakeholder involvement, project plan and/or communication strategy</li> </ul>
Train the trainer	<ul style="list-style-type: none"> <li>Facilitator to conduct training onsite of internal staff and/or workplace "champions"</li> <li>Cost of personnel attending off-site courses</li> </ul>
Training for canteen staff in healthy food preparation	<ul style="list-style-type: none"> <li>Facilitator to conduct training onsite</li> <li>Cost of personnel attending off-site courses</li> </ul>
<b>AWARENESS &amp; INFORMATION</b>	
Includes strategies designed to raise awareness about health issues and the health promotion activities on offer within the organisation and in the community.	
<b>Description of activity or project element</b>	<b>Examples of possible funded component</b>
Group awareness and information sessions	<ul style="list-style-type: none"> <li>On-site sessions on relevant health topics (e.g. exercise and physical activity, healthy eating, heart disease, type 2 diabetes, strategies for positive mental health, etc)</li> </ul>
Online health information resources	<ul style="list-style-type: none"> <li>Purchase of commercial online health information package</li> <li>Facilitator to integrate health information into existing organisational communication</li> </ul>
Health information library	<ul style="list-style-type: none"> <li>Purchase of resources and/or facilitator to establish and promote borrowings</li> </ul>
Promotion of healthy behaviours and workplace initiatives	<ul style="list-style-type: none"> <li>Purchase or development of brochures, fact sheets, posters, signage, to promote healthy eating, physical activity, smoking cessation, responsible alcohol consumption, availability of support services, activities etc</li> <li>Development of site specific communications such as translations to relevant languages</li> </ul>

### EDUCATION, PARTICIPATION AND SUPPORT

Includes activities that help workers to develop skills to support and practice healthy behaviours at the workplace. Also includes activities that provide specific support for health risk factor management.

Description of activity or project element	Examples of possible funded component
Skills development for health risks management or healthy behaviours	<ul style="list-style-type: none"> <li>• Facilitator to source and coordinate access to community education or lifestyle sessions</li> <li>• Facilitator to conduct sessions onsite, (e.g. smoking cessation courses, healthy cooking demonstrations, type 2 diabetes management, bicycle maintenance, etc)</li> </ul>
Onsite physical activity opportunities	<ul style="list-style-type: none"> <li>• Facilitator to conduct classes or coordinate activities, e.g., yoga, pilates, stretch walking groups, etc)</li> <li>• Onsite events and competitions such as pedometer/walking competition, stair climbing competition</li> </ul>
Active transport support	<ul style="list-style-type: none"> <li>• Facilitator to coordinate Bicycle User Group (BUG)</li> </ul>
Corporate events	<ul style="list-style-type: none"> <li>• Facilitator to coordinate participation in corporate games or community fun runs/walks</li> </ul>

### WORK ENVIRONMENT

Includes activities that lead to the establishment of a working environment that supports healthy choices and maintenance of healthy behaviours

Description of activity or project element	Examples of possible funded component
Workplace facilities and equipment to support physical activity	<ul style="list-style-type: none"> <li>• Purchase of facilities (e.g. bike racks, secure storage, corporate bike fleet)</li> <li>• Purchase/hire of onsite equipment (e.g. yoga mats, table tennis table, etc,)</li> <li>• Workplace facilities and equipment to support healthy eating</li> </ul>
Provision of healthy food options in canteen, vending machines and at workplace sponsored events	<ul style="list-style-type: none"> <li>• Resources to conduct canteen improvement project, facilitate vending machine initiative, source healthy suppliers</li> </ul>
Provision of smoke-free environment	<ul style="list-style-type: none"> <li>• Facilitator to establish workplace support groups</li> </ul>

### Examples of complementary OHS activities

To further strengthen your workplace health promotion project, you should also consider whether it will be complemented and reinforced by your current OHS program. Experience shows that where the two are mutually reinforcing, workers are likely to be more responsive to activities designed to encourage healthy behaviours and lifestyle change.

To help make this assessment, examples of OHS activities relevant to workplace health promotion are also provided below. Note that WorkHealth funding is provided only for the interventions and activities that directly contribute to your health promotion project.

**TABLE 2: Examples of OHS activities complementary to workplace health promotion**

<p><b>CAPACITY BUILDING</b></p> <p>Includes activities involved in planning the health promotion project, including establishing needs, involving stakeholders and building appropriate skills within the organisation.</p>
<p><b>Examples of complementary OHS activity</b></p> <ul style="list-style-type: none"> <li>• Consultation about the project with the health and safety representatives and/or committee to ensure ongoing integration</li> <li>• Review and integration of drugs and alcohol policies and smoking cessation</li> <li>• Review of OHS policies to ensure alignment with workplace health promotion project</li> </ul>
<p><b>AWARENESS &amp; INFORMATION</b></p> <p>Includes strategies designed to raise awareness about health issues and the health promotion project activities on offer within the organisation and in the community.</p>
<p><b>Examples of complementary OHS activity</b></p> <ul style="list-style-type: none"> <li>• Integration of health promotion messages into tool box meetings</li> <li>• Integration of wellbeing information into other OHS communications</li> <li>• Information provided about the interaction between smoking and workplace hazardous substances</li> </ul>
<p><b>EDUCATION, PARTICIPATION AND SUPPORT</b></p> <p>Includes activities that help workers to develop skills to support and practice healthy behaviours at the workplace. Also includes activities that provide specific support for risk factor management.</p>
<p><b>Examples of complementary OHS activity</b></p> <ul style="list-style-type: none"> <li>• Integration of health promotion messages into prevention and injury management project (e.g. benefits of physical activity for sedentary work)</li> <li>• Ergonomic assessment of work stations and equipment</li> <li>• Ergonomic assessment and review of manual handling procedures and practices</li> <li>• Review of return to work processes to take account of best practice approaches for rehabilitation of muscular skeletal injuries</li> </ul>
<p><b>ENVIRONMENTAL SUPPORT</b></p> <p>Includes activities that lead to the establishment of a working environment that supports healthy choices and maintenance of healthy behaviours</p>
<p><b>Examples of complementary OHS activity</b></p> <ul style="list-style-type: none"> <li>• Removal of cigarette vending machines and on-site smoking designated areas;</li> <li>• Review and/or implementation of hazardous substance exposure controls to complement where relevant, smoking cessation efforts</li> <li>• Review of hazard identification, assessment and exposures control measures (e.g. with respect to hazardous substances exposures and ergonomics programs)</li> </ul>

## How will Applications be Assessed?

Applications for a Workplace Health Promotion Grant will be assessed by WorkHealth against the following:

- employer eligibility criteria; and
- consistency of the proposal with project funding criteria, as described below.

### Project funding criteria

Each of the project criteria listed below is mandatory. WorkHealth will assess each question against the weighting shown as follows:

- Does the project aim to improve the health of workers by addressing one or more chronic disease risk factor, i.e., by promoting physical activity, healthy diet, smoking cessation, responsible alcohol consumption and/or positive mental health? 20%
- Does the project include elements aimed at creating a supportive, healthy work environment and culture? 20%
- Does the proposal include evidence of senior management support and commitment to the success of the project? 15%
- Does the proposal include mechanism/s for involving the relevant workers in the development and implementation of the project? 15%
- Does the project reflect the profile of the workforce and the features of the workplace? 15%
- Does the proposal include a method by which the employer will measure the success of the project when concluded? 15%

## How will the Size of Grant be Calculated?

Where the employer has been assessed as meeting the eligibility and project funding criteria, WorkHealth will calculate the grant allocation on the following basis:

- the employer's size and estimated number of workers based on total annual remuneration which will set the limit of the total grant available to the employer; and
- in the case of multiple site applications, the annual remuneration for the worksite will set the limit for the grant available for the worksite-specific health promotion project.

Information on the employer's annual remuneration and estimated number of workers will be obtained from the employer's current WorkSafe Injury insurance policy or registration of approval for self insurance.

### Small and medium employers

For small or medium employers paying an annual remuneration (payroll) up to \$10 million, (including government schools and hospitals where they are separate legal entities) the size of the total grant available will be calculated using a rate of up to \$60 per estimated number of workers participating in the project.

## Large employers

For large employers paying an annual remuneration (payroll) of \$10 million and above (including self insurers, Victorian Government agencies and government schools and hospitals where they are separate legal entities), the grant will be funded at a rate of up to \$30 per estimated number of workers participating in the project. *This grant must be matched on a dollar for dollar basis by the large employer.*

In-kind elements may be considered in certain circumstances as a proportion of the matching contribution to a grant. The onus will be on an employer to demonstrate the appropriateness of an in-kind payment and that it will:

- make up no more than 20 percent of the organisation's matching contribution;
- be clearly and demonstrably new investment, dedicated to the project and auditable (such as administration costs, renovations or refurbishment of facilities to accommodate the project); and
- if covering lost productivity, comprise no more than 50 percent of the in-kind contribution.

## Multiple, worksite based applications

An employer with multiple worksites may lodge multiple grant applications with the total of the grants being limited by the total amount available based on the organisation's annual remuneration and estimated number of workers. Each worksite will be funded on a once-off basis only.

## Interstate employers with Victorian operations

An interstate registered employer who is eligible to apply for a grant for workers within their Victorian operations will be categorised as small/medium or large for grant calculation purposes using the annual remuneration (payroll) for the whole organisation, not on the annual remuneration (payroll) of the Victorian operations.

## What are the Conditions of Funding?

An eligible employer will be invited to agree to a Funding Agreement detailing terms and conditions before receiving a Workplace Health Promotion Grant. Key terms and conditions include:

- an application must be made using WorkHealth's application form for Workplace Health Promotion Grants and provide all the information requested;
- funds must be spent on the health promotion project as described in the application and stated in the funding agreement;
- a funded project must commence within 45 days following receipt of funds. If the program has not started within this period, WorkHealth reserves the right to review the offer and, at its sole discretion, withdraw the grant. Any unspent funds must be returned to WorkHealth;
- the funded activities are expected to be completed within twelve months of commencement. In specified cases such as where a single grant applies to a large workforce and/or multiple worksites, a project may be staged over a longer period;
- the employer agrees to be contacted by WorkHealth (or agent of WorkHealth) for the purposes of evaluating the Workplace Health Promotion Grants; and

- an acquittal report, including a full expenditure statement, must be submitted to WorkHealth at the completion of the funded project activities.

## What is the Application Process?

Applications for Workplace Health Promotion Grants will be managed in six monthly “funding rounds”. Employers will be advised of the opening and closing date for receipt of applications and applications received after the closing date may be held over for assessment in the next funding round.

For Stage 1 the funding round will commence from 27 February 2009 and the closure date for receiving applications is 30 April 2009. Grants will be allocated by 30 June 2009.

## Payment of Grant Funds and Reporting Requirements?

Grant payments for successful applications will be made as follows:

- for grants of up to \$20,000, 75% will be paid at the point of entering into the funding agreement with WorkHealth, with the balance paid in arrears upon receipt of the acquittal report and full expenditure statement;
- for grants greater than \$20,000, 25% will be paid in advance at the point of entering into the funding agreement with WorkHealth and in arrears at each subsequent milestone points upon receipt of a progress report and proof of expenditure to date and for the final payment, upon receipt of the acquittal report and full expenditure statement.

## What are the Taxation Requirements?

An employer is registered for GST will have to pay GST to the Australian Taxation Office in respect of the grant. WorkSafe Victoria will gross up the amount of grants paid to GST registered employers by an amount equal to the GST which has to be paid.

GST registered employers will be required to issue WorkSafe Victoria with valid tax invoices to receive payment of the grants.

## More Information

For more information, contact WorkSafe’s Advisory Service on 1800 136 089 on any weekday between 9.00am and 5.00pm (excluding public holidays).