



Healthy Workplace[®] Essentials Decision Tool

The Healthy Workplace Essentials Decision Tool is a checklist to ensure the health and safety of employees in the workplace is part of the decision making process by:

- ✓ considering the needs of staff and ensuring their contribution
- ✓ aligning decisions to the organization's Mission and Vision
- ✓ ensuring healthy workplace policies are being applied and communicated
- ✓ ensuring that decisions have minimal negative impact on the health and safety of employees

Identify the issue(s):

Proposed solution(s):

Physical Environment and Healthy Lifestyles

✓ / X	Considerations	How do we address this?
<input type="checkbox"/>	Will this impact health and/or safety of employees?	
<input type="checkbox"/>	Does this change ensure employees are as comfortable as possible at work?	
<input type="checkbox"/>	Does this allow for health and safety precautions (e.g. stretch breaks, ergonomics, physical activity, infection control)	

Social Responsibility

✓ / X	Considerations	How do we address this?
<input type="checkbox"/>	Is this ethical?	
<input type="checkbox"/>	Is this environmentally conscious?	
<input type="checkbox"/>	Does this negatively impact the surrounding community?	
<input type="checkbox"/>	Will this impact customer experience?	

Mental Health and Workplace Culture

✓ / X	Considerations	How do we address this?
<input type="checkbox"/>	Have employees been notified of the upcoming change?	
<input type="checkbox"/>	Have employees been involved and asked for input on this change?	
<input type="checkbox"/>	Can employees spearhead the project?	
<input type="checkbox"/>	Will this affect workload and/or work quality?	
<input type="checkbox"/>	Does this support our organization's values?	
<input type="checkbox"/>	Is this fair and equitable to all employees?	
<input type="checkbox"/>	Will there be an impact to employee stress levels or mental health?	
<input type="checkbox"/>	Will this change affect the personal lives of employees?	
<input type="checkbox"/>	Will this/these changes impact employees in other departments/locations?	

Moving Forward: If decision is yes, assess

✓ / X	Considerations	How do we address this?
<input type="checkbox"/>	What is our communication plan to employees?	
<input type="checkbox"/>	Does this require additional training for employees?	
<input type="checkbox"/>	How can we measure the effectiveness of this decision?	
<input type="checkbox"/>	Should any third/external parties be informed of this decision?	

Recommendations/ Next Steps
