



IMPLEMENTING A PROGRAM TO REDUCE SEDENTARY WORK PRACTICES—CHECKLIST

This checklist is for use by human resources and work health and safety managers and consultants. Its purpose is to help workplaces implement a program that reduces sedentary practices in the workplace.

NEEDS ASSESSMENT	
Consider organisational needs and priorities when determining that a reduction of sedentary practices is to be a focus in your workplace. Be aware of roles that may present a higher risk of sedentary practice. These include drivers, call centre or data entry roles, and those that involve long periods of sitting with limited opportunities for changes in posture. Organisations with high levels of chronic disease may also benefit from implementing strategies to reduce sitting.	
Develop a business case that clearly outlines the risks of sedentary practices, the benefits of reducing them, and how a program to target their reduction aligns with organisational goals.	
DESIGN	
Consult with the workforce and communicate the organisation's plan to reduce sedentary practices. Consider workers' feedback in the plan.	
Identify organisational, team/manager and individual-level strategies for implementation.	
Develop a clear plan outlining how the program to reduce sedentary practices will be supported and implemented in the workplace.	
Consider possible barriers to successful implementation (that is, carry out a risk assessment) and take steps to mitigate risk and/or reduce the negative impacts of the barriers you identify.	
Plan a program evaluation that starts at the assessment stage and considers the anticipated organisational outcomes.	



CREATE SUPPORT SYSTEMS	
Get senior leaders to provide support for the program and clearly communicate their support to workers throughout the organisation.	
Nominate local-level change champions to model desired attitudes and behaviours, and to promote a reduction in sedentary practices.	
Provide supervisors with guidance that encourages them to discuss ideas supporting behavioural change and promoting more movement within their teams.	
Ensure the work design and environment are supportive of the program's implementation goals and do not pose obvious barriers to their success. For example, workers in a call centre environment should be able to stand up while talking on the phone.	
IMPLEMENT	
Ensure regular communication with workers occurs. This is critical to promoting the strategy's implementation and to receiving feedback about the program's progress and effectiveness. For example, feedback could be directed to an email inbox or a nominated person.	
Regularly remind workers, via different modes of communication, to use or engage with strategies to reduce sedentary practices. For example, managers could remind workers at team meetings and human resources could send reminder emails to the workforce.	
EVALUATE AND MONITOR	
Make sure procedures are in place to assess the progress and effectiveness of implemented strategies.	
As barriers are identified, take action to remove them or reduce their negative impact on the program's implementation.	
Complete an evaluation of the stages of the program (assessment, design, implementation and monitoring). The evaluation should identify organisational outcomes, strengths and learnings.	
Provide a report on the outcomes and impacts to senior management. The report should support further implementation and highlight successes and learnings.	

MORE INFORMATION

See [Implementing effective health and wellbeing programs](#) and [Benefits of movement—be upstanding!](#) for more information on how to implement effective work health programs and for a range of strategies for reducing sedentary practices at work.