



Bendigo Community Health Services offers a suite of group and one-on-one education sessions and health assessments to ensure the health and wellbeing of your employees.

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CONTACT US

Workplace health promotion
Bendigo Community Health Services
19 Helm Street.
Kangaroo Flat

T: (03) 5406 1200
F: (03) 5441 4200
E: healthylifestyles@bchs.com.au
W: www.bchs.com.au

Introduction

Bendigo Community Health Services supports businesses in their pursuit of creating a health promoting workplace.

A health promoting workplace is one where employers value the health of their workers.

By creating a partnership with your workplace, we can tailor programs and plans to suit the needs of employees and help your organisation become a health promoting workplace.

What are the benefits of a healthy workplace?

Healthy workplaces can help to make businesses more productive and employees more engaged. Therefore, promoting and supporting health in the workplace is no only common sense but it makes good business sense too.

Here are some facts and figures about the positive benefits a workplace health program can have in the workplace:

- It has been estimated that the healthiest Australian employees are three times more productive at work than their colleagues
- The increase in preventable disease and workplace injury resulting from unhealthy living is a major cause of workplace absence or disruption.
- Lifestyle risk factors such as smoking, excessive drinking, poor diet, inactivity and excess body weight can contribute to time away from work
- Loss in productivity due to obesity through absenteeism, attending work when sick and premature death is estimated to cost \$6.4 billion a year.

(Department of Health, 2013).

Why use a local service?

- Bendigo Community Health Services are the largest provider of primary care services in the Greater Bendigo region
- Local people trust local knowledge
- Costs are kept to an affordable rate for businesses of all sizes
- All Bendigo Community Health Services staff are qualified in their area of expertise and have current knowledge of relevant research
- Supports an ongoing relation that strengthens commitment to both short and long term strategies.

For more information contact
Kate Bradshaw or Heather Hinton on 5406 1200.

GENERAL HEALTH



Comprehensive health assessments (40 minutes)

The aim of health assessments in the workplace is to actively encourage individual employees to take action to improve their general health and wellbeing, with the ultimate result being enhanced workplace performance, less absenteeism and therefore greater productivity and a cost benefit to the employer.

The assessment is conducted by appropriately qualified personnel. This assessment involves screening tests, interpreting and analysing the results and providing explanation and advice on any lifestyle changes required.

Each participant will have the following assessed:

Each participant receives a health plan which includes a copy of all results, recommendations for follow-up/referral if necessary and related client information.

Time allocation

- Blood pressure/pulse
- Blood cholesterol
- Type 2 diabetes risk assessment
- Physical activity level
- Waist circumference
- Family health history
- Cardiovascular risk assessment
- Smoking

Individual session (40 minutes) for each employee

Follow-up session

For employees, negotiable.

Organisation De-identified Health Assessment Profile Summary

The profile summary provides a snapshot of the health and wellbeing of participating employees. The summary is designed to assist the organisation in taking 'the next step' encouraging healthy behaviours among employees. The information can be used to help introduce or build upon, workplace health and wellbeing programs in areas of greatest need among employees.

GENERAL HEALTH



Health assessment (30 minutes)

The aim of health assessments in the workplace is to actively encourage individual employees to take action to improve their general health and wellbeing, with the ultimate result being enhanced workplace performance, less absenteeism and therefore greater productivity and a cost benefit to the employer.

The assessment is conducted by appropriately qualified personnel. This assessment involves screening tests, interpreting and analysing the results and providing explanation and advice on any lifestyle changes required.

Each participant will have the following assessed:

- Blood pressure/pulse
- Blood cholesterol
- Type 2 diabetes risk assessment
- Waist circumference
- Cardiovascular Risk Assessment
- Emotional health

Each participant receives a health plan which includes a copy of all results, recommendations for follow-up/referral if necessary and related client information.

Time allocation: Individual session (30 minutes) for each employee

Follow-up session: For employees, negotiable.

Organisation De-identified Health Assessment Profile Summary

The profile summary provides a snapshot of the health and wellbeing of participating employees. The summary is designed to assist the organisation in taking 'the next step' encouraging healthy behaviours among employees. The information can be used to help introduce or build upon, workplace health and wellbeing programs in areas of greatest need among employees.

GENERAL HEALTH



Basic health assessment (20 minutes)

The aim of health assessments in the workplace is to actively encourage individual employees to take action to improve their general health and wellbeing, with the ultimate result being enhanced workplace performance, less absenteeism and therefore greater productivity and a cost benefit to the employer.

The assessment is conducted by appropriately qualified personnel. This assessment involves screening tests, interpreting and analysing the results and providing explanation and advice on any lifestyle changes required.

Each participant will have the following assessed:

- Blood pressure/pulse
- Blood cholesterol
- Blood Glucose (*non-fasting*)
- Type 2 diabetes risk assessment
- Waist circumference

Each participant receives a health plan which includes a copy of all results, recommendations for follow-up/referral if necessary and related client information.

Time allocation

Individual session (20 minutes) for each employee.

Follow-up session

For employees, negotiable.

GENERAL HEALTH



Mini health assessment (10 minutes)

The aim of health assessments in the workplace is to actively encourage individual employees to take action to improve their general health and wellbeing, with the ultimate result being enhanced workplace performance, less absenteeism and therefore greater productivity and a cost benefit to the employer.

The assessment is conducted by appropriately qualified personnel. This assessment involves screening tests, interpreting and analysing the results and providing explanation and advice on any lifestyle changes required.

Each participant will have the following assessed:

- Blood pressure
- Blood cholesterol
- Blood Glucose (*non-fasting*)

Each participant receives a copy of all results, recommendations for follow-up/referral if necessary and related client information.

Time allocation

Individual session (10 minutes) for each employee.

Follow-up session

For employees, negotiable.

PRE EMPLOYMENT



Basic Health Check—pre-employment (30 minutes)

The aim of pre-employment health check in the workplace is to assess the prospective employee medical suitability for the identified position. Assessing both physical and biomedical in relation to be job ready, with the ultimate result being enhanced workplace performance, less absenteeism and therefore greater productivity and a cost benefit to the employer.

The assessment is conducted by appropriately qualified personnel. This assessment involves screening tests, interpreting and analysing the results and handover to relevant workplace representative.

Each participant will have the following assessed:

- Blood pressure/pulse
- BMI
- Basic eye assessment
- Other pre-employment assessments as per workplace requirements (cost negotiated)

Time allocation

Individual session (30 minutes) for each employee.

Handover session

With relevant workplace representative

Spirometry Assessment



Lung Function Assessment (30 minutes)

The aim of the spirometry assessment in the workplace is to assess and monitor the lung function and capacity of the individual employee, who may potentially be exposed to scheduled hazardous substances during the course of their work.

The spirometry assessment is conducted by appropriately qualified personnel.

The assessment involves completing a minimum of 3x spirometry readings, interpreting and analysing the results and providing an explanation of the assessment.

Results are compiled and a report of results is provided to the individual employee (via private email). The individual employee will be asked to provide consent to release a copy of the report for their organisations personal file held by their organisation—via email by the organisations nominated representative e.g. HR officer.

Individual Spirometry results will be recorded to enable comparison in future appointments to monitor any deterioration in lung compacity and or function.

Where required a referral to a GP for further clinical assessment will be provided (individual employee has the choice of there own GP or referred to a BCHS GP). The individual employee is requested to liaise with their organisation representative regarding further medical assessment.

Time allocation

Individual assessment (30 minutes) for each employee.

Immunisation

Influenza Vaccination Program

Why should I be immunised?

Influenza affects people differently but it should be always be handled with care. The symptoms are like a severe cold with added muscle aches, fever and weakness. People at high risk are prone to complications from influenza and then it can lead on to pneumonia, prolonged hospitalisation and may threaten life.

Influenza affects your capacity to work and care for your family. Staff who are clinically or sub-clinically infected can transmit the influenza virus to others, especially people at high risk.

Those at high risk include:

- Those with diabetes, heart or lung conditions, kidney or liver disease
- Those with a suppressed immune system
- Everyone with a weakened immune system
- All people working in nursing homes or with immune-suppressed patients (this is to protect their patients)
- All residents of nursing homes

Timing is important. The early months of autumn, between March and April, are an ideal time to be immunised. The vaccine takes effect in about two weeks and provides protection from influenza right through the year. Annual immunisations are advised as flu vaccine is adjusted each year to protect from current strains of influenza.

Time allocation and cost

On site vaccinations, no lost time in staff travelling offsite to receive their influenza vaccinations or attend Bendigo Community Health Services medical practice.

The cost of vaccine varies each year and is dependent on the number ordered. A qualified Immunisation Nurse administers the vaccine.



Immunisation



Occupational Vaccination Program

Immunisations help to keep us healthy at work. They also keep the people you are working with, your family and the wider community, healthy too.

Why should staff be immunised?

Many jobs have a higher risk of exposure to infectious diseases, and for some, there is even a higher risk of spreading these diseases to people who are too sick or too young to be immunised.

This program is offered at Bendigo Community Health Services medical practice. Staff are required to book and attend the medical practice with a completed consent form that has written approval from their organisation HR /Manager identifying the vaccination required.

For a detailed list of occupational specific vaccinations available or for more information or to request a quote please email healthylifestyles@bchs.com.au or call 5406 1200.

PHYSICAL ACTIVITY



Work fit - functional fitness education session

A fantastic session on exercise and its benefits, written by Bendigo Community Health Services qualified exercise physiologist team. To gain health benefits, exercise does not have to be strenuous or time consuming and does not require expensive gym equipment .

Program Content

This session informs and motivates employees to tip the balance in their favour by understanding:

- Practical ways of incorporating exercise every day
- Sedentary behaviour
- Posture in the workplace
- Strength training

Time allocation

1 hour.

Number in session

Maximum 30 attendees or as negotiated.

Stand up for your health education session

With the development of technology and labour saving devices many of us are spending the majority of our waking hours sitting. Sitting has long been recognised as being a cause of spinal pain but recent research has shown that it also has a significant detrimental effect on our health.

Time allocation

45 minutes

Number in session

Maximum 30 attendees or as negotiated.



Fit and fuelled for life education session

As our obesity rate continues to escalate and our physical activity levels decline—it's time to take stock, get serious and simplify our approach to healthy eating, weight management and exercise. This is an all-round approach to healthy living.

Program content

- Why does weight matter?
- Diets don't work!
- Healthy eating made simple
- Benefits of physical activity
- Different types of exercise
- Getting started

Time allocation

1 hour.

Number in session

Maximum 30 attendees or as negotiated.



MENTAL HEALTH AND WELLBEING



Stress management education session

There is strong evidence to suggest that there is a relationship between mental health and productivity at work, school and at home (Vic Health 2002).

It is estimated that 1 in 5 adults will have a common mental health disorder in any one year such as anxiety, depression or substance use disorder. 1 in 2 people will have a mental health disorder in their lifetime (2007 National Survey of Mental Health and Wellbeing).

Benefits of good mental health and wellbeing include:

- Improved physical health
- Improved productivity
- Improved social relationships
- Economic benefits

Program content

- Factors contributing to stress and wellbeing at work and in life
- Symptoms and consequences of stress
- Coping strategies for stress—professional, organisational and person
- Positive changes you can make

Time allocation

1 hour.

Number in session

Maximum 30 attendees or as negotiated.

How are you? education session

This session looks at one of the most common of all mental health problems - depression. One in five people experience depression at some stage of their lives.

Depression is more than just a low mood - it is a serious illness. While we all feel sad, moody or low from time to time, some people experience these feelings intensely, for long periods of time and often without a reason.

Program content

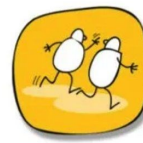
- Recognising depression
- Signs and symptoms
- Risk factors for depression
- Treatment
- Helping others



1. Ask



2. Listen



**3. Encourage
action**



4. Check in

Time allocation 1 hour.

Number in session: Maximum 30 per session or as negotiated.

Finding the balance education session

What is life balance? Balancing your work commitments, your family and your personal responsibilities.

Balance involves giving appropriate amounts of attention, time and energy to the important aspects of our life. How we distribute this energy between work, family and leisure influences our health, feelings of wellness and productivity.

Program content

This session informs and motivates employees to tip the balance in their favour by understanding:

- Components of work life balance
- Benefits of work life balance
- Recognising work life imbalance
- Ways to create and maintain work life balance

Time allocation

1 hour.

Number in session

Maximum 30 attendees or as negotiated.



Better sleep education session

Whilst poor sleep does not impact on individuals ability to learn new tasks, performance of routine tasks can be significantly impaired. Fatigue is the number one preventable factor in relation to road accidents and work injuries (NSW Health, 2000). Further, Sleep Disorders Australia estimate that lack of sleep costs the community over 5 billion each year in lost productivity and absences for work.

Program content

- What happens when we sleep?
- What happens when we don't sleep?
- How much sleep do we need?
- Overcoming common sleep problems
- Improving sleep quality

Sessions can be tailored to meet the needs of specific occupational types e.g. shift workers, office workers etc.

Time allocation 1 hour.

Number in sessions Maximum 30 attendees or as negotiated.

Fatigue management

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion that reduces a persons ability to perform work safely and effectively.

Fatigue may increase the risk of incidents because a lack of alertness. Fatigue may result in a slower reaction to signals or situations and affect the ability to make good decisions.

Program content

- Fatigue symptoms
- Cause of fatigue
- Tips to help boost energy levels
- Your responsibility

Time allocation

1 hour.

Number in session

Maximum 30 attendees or as negotiated.



ALCOHOL AND OTHER DRUGS

Quit smoking education session

Over the years we've learned a lot about how to quit smoking from the people who know—the thousands of Australian's who have stopped smoking for good. Bendigo Community Health Services can provide your staff with help and support in the form of highly successful Quit Smoking Program. Many Australians have stopped smoking, your staff can too. Every year, over 15,000 Australian die from tobacco related diseases (Quit Vic 2012). Smoking kills 1 in 4 smokers in middle age.

Program content

- Planning to quit
- Health effects of smoking
- Understanding addiction
- Personal strategies to quit
- Quitting methods
- Relaxation techniques/stress management
- Staying stopped - short term and long term



Time allocation: 1 x 60 minutes.

Number in session: Maximum 5 attendees.

Alcohol and other drugs education session

An informative and interactive session on alcohol and other drugs. Did you know 1 in 10 work accidents are related to alcohol? Learn about the effects and impacts of alcohol and other drugs.

Program content

This program can be tailored to suit your needs, focusing on alcohol, drugs or both. Co-written by Cameron Cail, Bendigo Community Health Services Nurse Practitioner for AOD.

Includes information such as:

- The impacts of alcohol—health and person
- The effects on your health, including, heart, liver, diabetes and brain
- The effects on your professional, social and personal life
- Psychological problems
- The cost of alcohol to the individual and the employer
- The national guidelines for alcohol consumption
- Other drugs include: cannabis, benzodiazepines, ecstasy, amphetamines, cocaine, heroin, painkillers and hallucinogens



Time allocation 1 hour.

Number in session: Maximum 30 attendees or as negotiated.

SPECIALIST AREAS

Women's health education session

This session will explore contemporary thinking relevant to a range of women's health issues and offer participants the opportunity to discuss preventative and protective measures. This will include information and education focused on breast self-examination, mammography, pap smears and general sexual health.

Program content

- Breast health
- Cervical screening
- Safe sex practices
- Menopause

Time allocation: 1 hour.

Number in session: Maximum 30 attendees or as negotiated.



Men's health education session

Research indicates that the health needs of men are substantial and often require a special focus. "Men, particularly men living in rural environments, have a poorer health status than women. In every age group from birth to old age, men's life expectancy is considerably less than women's and the trend is not improving (Men's Health Planning Strategic Framework, 2001).

Program content

- What about Men? "The facts"
- Changeable risk factors
- Men's health - mental, physical and social
- Men and self-care
- What's in an annual check-up?
- Specific topics include:
 - Prostate health
 - Cardiac disease
 - Sexual health

Time allocation: 1 hour.

Number in session: Maximum 30 attendees or as negotiated.



Bendigo Community Health Services policies

Travel costs

Travel beyond 10 kilometres from the Bendigo CBD will be charged at ATO rate of \$0.88 per kilometre.

Risk management policy

Physical space - the organisation must provide a designated staff member as a point of contact. That staff member must provide the Bendigo Community Health Services staff member with the organisation's OH&S guidelines, including protocol in emergency situation (i.e. designated place for all staff to assemble in emergencies), the layout of the building they will be working in and all relevant exit points.

Health assessments—at workplace

The organisation is required to provide a private room (both acoustically and visually). The room is required to have a telephone (landline), power outlet, one table and two chairs.

Cancellation policy

Non-attendance - all non-attendance on the day of scheduled appointments will be charged to the employer at 100% of the normal workplace health promotion fee.

24 hour notice - cancellations 24 hours prior to the day of scheduled appointments will be charged to the employer at 100% of the normal workplace health promotion fee.

14 days and up to 48 hours prior to booking - cancellations made between 14 and 2 days of the scheduled appointment will be charged to the employer at 50% of the full day rate/session.

Payment policy

Terms of payment - invoices will be issued monthly and payment will be required within 14 days.

Contact your nearest BCHS site

BENDIGO—Medical Practice

75 Mitchell Street

Monday, Wednesday, Thursday: 8.00am - 5.00pm.

Tuesday: 8.00am - 7.00pm.

Friday: 8.00am - 4.30pm.

Saturday-Sunday: Closed

KANGAROO FLAT

13 Helm Street

Monday to Thursday: 8.00am - 5.00pm.

Friday: 8.00am - 4.30pm.

Saturday-Sunday: Closed

WHITE HILLS

501A Napier Street

Monday to Friday 8.00am-4.30pm

Saturday-Sunday: Closed

BENDIGO CENTRAL

171 Hargreaves Street

Monday to Thursday: 8.00am - 5.00pm.

Friday: 8.00am - 4.30pm.

Saturday-Sunday: Closed

ELMORE

46 Jeffrey Street

Phone: 5432 6001

Monday to Friday: 9am - 5pm

Saturday-Sunday: Closed

Postal address (all sites)

PO Box 1121,
Bendigo Central,
Victoria, 3552

Phone for all sites:

5406 1200

Who is Bendigo Community Health Services and what do you offer?

Bendigo Community Health Services is a place you can go for health care, no matter who you are, where you live or how much you earn. We are a not-for-profit organisation with more than 50 health and wellbeing services available, mostly free of charge but some at minimal cost.

We can help you in the following areas:

- Medical practice (GPs at four sites)
- Men's health
- Women's health
- Allied health (including podiatry, physiotherapy, chronic disease, and respiratory management)
- Child and family services
- Settlement services
- Sexual health
- Counselling and mental health
- Alcohol and other drugs treatment and withdrawal programs.
- NDIS services
- My Aged Care services

Connect with us at
www.bchs.com.au



If you have an emergency,
call 000 immediately.