

# Seven Steps to a Healthier, More Productive Workplace

[www.gpgb.org](http://www.gpgb.org)

## Seven Steps to Green

1 Creating Support

2 Establishing Structures

3 Identifying Needs

4 Developing a Plan

5 Implementing the Plan

6 Evaluating Plants Policy

7 Modifying and Embedding  
the Policy

### • **Creating support**

Support from senior management and key staff is a prerequisite for introducing a new policy. Therefore highlight the importance of plants in the workplace with the aid of appropriate examples, research results and informative material (see: [www.gpgb.org](http://www.gpgb.org)). Also involve the people responsible for health policy in the plan for formulating a plant policy, for example representatives of the human resource department, occupational health and safety representatives.

### • **Establishing structures**

The next step is to establish an organizational structure for the development and implementation of a plants policy. Check who needs to be involved in this, who is already interested and whether there are any initiatives already underway in this area.

### • **Identifying needs**

For this you need to draw up an inventory of the number of plants in the company and the plant types involved. Pay special attention to workplaces which are close to sources of harmful substances such as printers and other machines. Also identify the locations of employees who display the symptoms of illnesses associated with poor working environments.

### • **Developing a plan**

In this phase you decide which activities you will carry out this year. Use the information from Step 3 to identify priorities and then draw up a timetable for carrying out the activities and a program detailing who will do what and when.

### • **Implementing the plan**

You can do this through the company's existing channels of communication such as employee consultation, Internet, the company newsletter, a staff meeting and the information provided to new employees. Pay additional attention to the start of the activities, and ensure information about the activities and any interim results are provided regularly.

### • **Evaluating plants policy**

Establish how many healthy plants have been added, whether the plants are being properly cared for, how many people attended the briefings and awareness of the scheme generally, and ask about staff motivation. In the longer term the effects on absence due to illness can also be included, so that you gain an insight into the costs and benefits of the project. Produce a report with recommendations for further activities and suggestions for improvements.

### • **Modifying and embedding the policy**

Health policy is really never 'finished.' Nor is a plant policy. A one-time activity, which involves placing plants everywhere, is not enough. The results of the evaluation should be used to modify and 'fine tune' the plan.

