



MAKING YOUR WORKPLACE WALKING FRIENDLY

Building the massive Metro Tunnel Project will cause some unavoidable surface disruption for several years. This is a short guide for making your workplace walking friendly to assist your employees who may prefer to walk to work, or between meeting locations, during the construction period.

Encouraging and providing opportunities for employees to be active during and outside their work day has many business benefits. Employees who are active are happier and more productive. Research shows that creative output increases by an average of 60% when a person is walking*.

Support to keep you moving

The Melbourne Metro Rail Authority (MMRA) has a team of transport advisors to help you keep your organisation moving while major Metro Tunnel construction is underway.

MMRA can help you prepare for upcoming changes by:

- providing up to date information about changes to transport networks during Metro Tunnel Project construction
- undertaking employee and/or student travel surveys to help tailor travel advice
- assisting you to develop a Travel Action Plan for your organisation

Here are some ideas about what you can do in your workplace to promote and support walking.

Develop a Travel Action Plan

In consultation with MMRA, develop a Travel Action Plan and get it endorsed by your organisation's leadership team.

A Travel Action Plan may form part of your organisation's environmental management system, your health and wellbeing strategy or your corporate social responsibility policy.

Provide good end of trip facilities

Showers and change rooms

- Secure, lockable and well-ventilated.
- Provide enough facilities to meet peak demand and future use.
- Go one step further by adding a drying cupboard and providing hairdryers, an iron and ironing board.
- Many workplaces go all the way and provide a towel service!

Lockers

- You will need more lockers than bike racks because people who are active at lunchtime also use them. An employee survey can help to assess demand.
- Lockers should be within or close to change rooms. The further away they are the less practical it is for your employees to use them.

* Smart Steps for Business, Victoria Walks.

Build a supportive culture

Executive champions

- Fostering cultural change to encourage more active travel needs support from the top. And that includes walking!
- Nominate an executive champion to lead policy changes and participate in events to show others that adding walking into their day is part of your workplace culture. This could include hosting regular walking meetings or building 'walking time' into meetings that are held externally.

Coordinate and resource your commitment

- Make it easier for people to move between floors or buildings by the stairs. This might require changes to security and access arrangements.
- Change will happen fastest if you commit resources and responsibilities for implementation.

Encourage active travel

No matter how people travel to work, there are ways to incorporate more walking into the commute.

Walking a leg of your journey may be faster than driving or taking public transport short distances when you consider waiting times, or the time it takes to park a car and get into the office.

Provide walking information

- Use prompts, information and campaigns about ways to be active at work.
- Provide active travel information and share walking news and personal stories via your internal communications channels.
- Set up an online forum to help employees find walking buddies and promote the benefits of walking.

Every Step Counts

- Provide estimated door-to-door travel times for different travel modes for common short trips (such as between office locations or client sites).
- Create simple maps on walking routes and times between work and key destinations.

- Encourage people who live less than two kilometres away to walk to work.
- Promote getting off public transport a couple of stops early and walking the rest of the way.
- Schedule 15 minutes travel time to walk to meetings that are less than a kilometre away.

Host events

- Participate as a workplace in events and campaigns such as Walk to Work Day.
- Let your employees track their daily steps using your online forums and compete as teams to build motivation, strategies and support.

Walking events and resources

Check out these national events and resources to encourage walking in your workplace:

- **Victoria Walks**
www.victoriawalks.org.au/smart_steps_for_business
- **Active April**
www.activeapril.vic.gov.au/workplaces
- **Walk to Work Day**
www.walk.com.au/wtw
- **Steptember**
www.steptember.org.au

Your Journey

For assistance in developing a Travel Action Plan please contact MMRA:

 yourjourney@melbournemetro.vic.gov.au

 metrotunnel.vic.gov.au/yourjourney



Interpreter
Service

(03) 9280 0700

Arabic	العربية	Russian	Русский
Cantonese	廣東話	Serbian	Српски
Greek	Ελληνικά	Sinhalese	සිංහල
Italian	Italiano	Spanish	Español
Korean	한국어	Turkish	Türkçe
Macedonian	Македонски	Vietnamese	Tiếng Việt
Mandarin	普通话		