

## Healthy Workers – Healthy Futures

### What and Where Guide: Mental and Emotional Wellbeing

It is important that the workplace provides an environment that supports wellbeing. This table lists a number of organisations and websites that provide information on the various topics associated with wellbeing, such as stress, anxiety, depression and other mood-related disorders. Additionally, there are some suggested links to local providers, who can support leaders and managers to obtain the necessary training to feel confident in approaching situations where wellbeing has been affected.

#### Ideas to get you started

<b>Description</b>	<b>Healthy vision</b>	<b>Healthy places</b>	<b>Healthy people</b>	
Include staff wellbeing on relevant meeting and planning agendas. This may include: -flexible working arrangements -return to work planning -social planning	●			<a href="#">Safework SA Work Life Balance resources</a>
Manage staffing levels to ensure that adequate resource are available to meet workload requirements during times of high demand	●			
Survey and consult with Health and Wellbeing Committee, Health and Safety Committees and representatives as well as staff to identify and manage work related stressors	●			
Initiate a feedback mechanism or forum for employees to participate in general or specific decision making	●			
Develop appropriate policies and procedures to address bullying, harassment and discrimination prevention. Ensure managers and team leaders are appropriately trained to support the policy	●			SafeWork SA resources: <a href="#">Workplace Stress</a>  <a href="#">Bullying in the Workplace</a>  <a href="#">Work Related Violence</a>
Develop appropriate policy and procedures to prevent and respond to occupational violence	●			<a href="#">Stop Bullying</a>
Develop and support a procedure to address conflict, grievances and critical incidents in the workplace	●			

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Establish a culture of recognising and taking lunch breaks and other breaks as awarded in your sector. Provide suitable spaces for these breaks	●	●		
Ensure a sleep and fatigue management policy is in place as relevant	●			<a href="#">Safework Fatigue management information</a>
Include a regularly updated social calendar and volunteering opportunities in staff induction materials along with other relevant wellbeing policy and information	●			<a href="#">Volunteering opportunities</a>
Analyse the level of noise and excessive or restricted unnatural light in workspaces and improve where able		●		
Promote Employee Workplace Assistance Programs as an option to confidentially discuss stress, anxiety, confidence or other concerns			●	Find an <a href="#">EAP service</a> for your workplace. Promoting mental health services and hotlines such as: <ul style="list-style-type: none"> <li>○ <a href="#">Lifeline</a></li> <li>○ <a href="#">Beyond Blue</a> &amp; <a href="#">Man Therapy</a></li> <li>○ <a href="#">Mens Line</a></li> <li>○ <a href="#">Reachout</a></li> <li>○ <a href="#">Sane</a></li> <li>○ <a href="#">Suicide Callback Service</a></li> <li>○ <a href="#">E Couch</a></li> <li>○ <a href="#">Mood Gym</a></li> </ul>
Promote opportunities to manage and contribute to a social planning committee or calendar			●	<a href="#">Life Be In It</a> SA has some great ideas and a calendar of events
Promote links to local community opportunities such as book clubs, libraries, art, dance, sporting, craft and woodworking clubs			●	
Promote local support services, such as local chronic disease management groups, support groups, domestic abuse support, mental health support, financial and time management services and local community health services			●	<a href="#">National Health Services Directory</a>
Have an accredited guest speaker attend the worksite to discuss methods to support others in distress			●	<a href="#">Beyond Blue's Heads Up Training Program</a>

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Provide onsite seminars, workshops or financial planning, stress reduction techniques, organisation and time management			•	
Identify ways to reward employees and teams for a job well done	•			
During times of organisational change, ensure employees are supported and well informed of the process	•			
Ensure roles within h the organisation are well defined and employees clearly understand their roles and responsibilities	•			
Conduct sleep and fatigue management seminars with either a guest speaker or appropriately trained employee			•	<a href="#">Engaging Service Providers Fact Sheet</a>
Promote free and confidential services for people with gambling issues or are affected by the gambling of others. Services offer support in all SA regions. Create opportunities for staff to make contact during work time			•	<a href="#">Gambling Help Services</a> Gambling Helpline 1800 858 858
Arrange for free lunchtime talks to raise awareness about issues related to problematic gambling behaviour			•	Book a speaker from the <a href="#">Consumer Voice program</a>

## Building on your program

<b>Description</b>	<b>Healthy vision</b>	<b>Healthy places</b>	<b>Healthy people</b>	
Senior management encourages work life balance with policies and practise reflecting individual employee needs	•			<a href="#">Heads Up</a>
Provide regular training opportunities to team leaders and management regarding management of emotional distress building resilience or ways to support workers			•	<a href="#">Heads Up Training Program</a>
Audit the amount of space available for relaxation, storage and socialising. Improvements (where able) could include adding comfortably chairs, reading materials, lighting, access to healthy food and drink options, private phone call areas, managing noise levels, cleanliness and accessibility to safe storage of personal belongings		•		
Consider enforced break opportunities for examples, computer disabling programs, worksite stop and stretch or rest breaks		•		
Create opportunities for management and team leaders to attend Mental Health First Aid or other similar programs			•	<a href="#">Mental Health First Aid List of Registered Trainers</a> <a href="#">Workcover</a> <a href="#">beyondblue: the national depression initiative and anxiety - Workshop Options</a> <a href="#">The Mental Illness Fellowship</a> runs workplace courses for both employees and managers
Allocate time to employees to take part in mental health awareness training or other similar programs			•	<a href="#">beyondblue: the national depression initiative and anxiety - Workplace &amp; Workforce</a>
Conduct a psychosocial hazard audit and suitable management training to support outcomes	•			<a href="#">Comcare- preventing psychosocial hazards</a>
Consider work/life balance strategies to protect frequent traveller or shift workers	•			

## What and Where to Guide: General Wellbeing

<b>Description</b>	<b>Healthy vision</b>	<b>Healthy places</b>	<b>Healthy people</b>	
Implement and enforce a comprehensive sun safety program for employees (where relevant)	●			<a href="#">Sun Smart, Cancer Council SA</a>
Host a general Wellness challenge over several weeks focuses on wellbeing, for example improved stress management techniques, increase fruit and vegetable intake, trialling new exercise ideas			●	<a href="#">Shape Up app</a>
Run an annual family fun day or workplace picnic. Consider opportunities for a guest celebrity to attend of access to free give-aways. Think broadly, egg and spoon races, a healthy cooking challenge, game show or quiz night			●	
Offer staff access to confidential personal health assessments. These can focus on chronic disease risk factors but also include sight and hearing tests, stress, blood screening tests. Ensure follow up/ referral to appropriate services			●	<a href="#">SA Health: Recommended Health Checks</a>
Create a health 'lending library' including health journals, quality books and magazines on fitness and nutrition and information on goal setting		●		
Promote local and roving screening units, such as cancer screening; Breast screen, and vaccination programs. Allow employees work tome to visit local services or register the unit to attend your workplace		●		<a href="#">Mobile Breastscreen units</a>
Survey staff about local volunteer and fundraising interests and establish committees to increase participation (as appropriate)			●	
Update staff on recognised health self assessment tools or services offered locally for example general practitioners			●	<a href="#">Healthy Workers Toolkit: Step Two</a> <a href="#">National Health Services Finder</a>