




Workplace strategies to promote positive 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

Strategies	Healthy vision	Healthy places	Healthy people	
Include staff wellbeing on relevant meeting and planning agendas. This may include: -flexible working arrangements -return to work planning -social planning	<ul style="list-style-type: none"> • 			SafeWork SA Work Life Balance resources Flexible Work Arrangements- Five steps to implementation (SafeWork SA Publication) Flexible Work Arrangement Fact Sheet Principles of Good Work Design (SafeWork Australia Handbook)
Manage staffing levels to ensure that adequate resource are available to meet workload requirements during times of high demand	<ul style="list-style-type: none"> • 			
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	<ul style="list-style-type: none"> • 			
Initiate a feedback mechanism or forum for employees to participate in general or specific decision making	<ul style="list-style-type: none"> • 			





<p>Develop appropriate policies and procedures to address bullying, harassment and discrimination prevention. Ensure managers and team leaders are appropriately trained to support the policy</p>	<ul style="list-style-type: none"> • 		<p>SafeWork SA resources:</p> <p>Work-related Stress</p> <p>Bullying in the workplace</p> <p>Work-related violence</p> <p>Workplace Guides and Example Policies:</p> <p>Guide for preventing and responding to workplace bullying</p> <p>Worker’s guide to dealing with workplace bullying</p> <p>Workplace discrimination and harassment policy template</p>
<p>Develop appropriate policy and procedures to prevent and respond to occupational violence</p>	<ul style="list-style-type: none"> • 		<p>Preventing and responding to work-related violence (SafeWork SA Publication)</p>
<p>Develop and support a procedure to address conflict, grievances and critical incidents in the workplace</p>	<ul style="list-style-type: none"> • 		<p>Guide for preventing and responding to workplace bullying</p>
<p>Establish a culture of recognising and taking lunch breaks and other breaks as awarded in your sector. Provide suitable spaces for these breaks</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	
<p>Ensure a sleep and fatigue management policy is in place as relevant</p>	<ul style="list-style-type: none"> • 		<p>Guide for managing the risk of fatigue at work</p> <p>Fatigue Management – A Workers Guide</p>





<p>Include a regularly updated social calendar and volunteering opportunities in staff induction materials along with other relevant wellbeing policy and information</p>	<ul style="list-style-type: none"> • 		<p>Volunteering opportunities in South Australia</p>
<p>Analyse the level of noise and excessive or restricted unnatural light in workspaces and improve where able</p>		<ul style="list-style-type: none"> • 	<p>Principles of Good Work Design (SafeWork Australia Handbook)</p> <p>Managing the work environment and facilities (Code of Practice)</p>
<p>Promote Employee Workplace Assistance Programs as an option to confidentially discuss stress, anxiety, confidence or other concerns</p>			<ul style="list-style-type: none"> • Find an EAP service for your workplace. <p>Promoting mental health services and hotlines such as:</p> <ul style="list-style-type: none"> ○ Lifeline ○ Beyond Blue & Man Therapy ○ New Access ○ Mens Line ○ Reachout ○ Sane ○ Suicide Callback Service ○ E Couch ○ Mood Gym
<p>Promote opportunities to manage and contribute to a social planning committee or calendar</p>			<ul style="list-style-type: none"> • Life Be In It SA has some great ideas and a calendar of events
<p>Promote links to local community opportunities such as book clubs, libraries, art, dance, sporting, craft and woodworking clubs</p>			<ul style="list-style-type: none"> •






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			<ul style="list-style-type: none"> • National Health Services Directory
Have an accredited guest speaker attend the worksite to discuss methods to support others in distress			<ul style="list-style-type: none"> • Beyond Blue National Workplace Program EAP providers Engaging Service Providers Fact Sheet
Provide onsite seminars, workshops or financial planning, stress reduction techniques, organisation and time management			<ul style="list-style-type: none"> • Engaging Service Providers Fact Sheet
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 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			<ul style="list-style-type: none"> • Engaging Service Providers Fact Sheet
Promote free and confidential services for people with gambling issues or are affected by the gambling of others. Services such as the Gambling Helpline and Gambling Help Services offer support in all SA regions. Create opportunities for staff to make contact during work time			<ul style="list-style-type: none"> • Gambling Help Services Gambling Helpline 1800 858 858
Arrange for free lunchtime talks to raise awareness about issues related to problematic gambling behaviour			<ul style="list-style-type: none"> • Book a speaker from the Consumer Voice program






Building on your program

Strategies	Healthy vision	Healthy places	Healthy people	
Senior management encourages work life balance with policies and practises reflecting individual employee needs	•			
Provide regular training opportunities to team leaders and management regarding management of emotional distress, building resilience or ways to support workers			•	Beyond Blue National Workplace Program SAHMRI Centre for Wellbeing and Resilience
Audit the amount of space available for relaxation, storage and socialising. Improvements (where able) could include adding comfortable 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 example, 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			•	Mental Health First Aid List of Registered Trainers
Allocate time to employees to take part in mental health awareness training or other similar programs			•	Heads Up (Beyond Blue) Educational programs
Conduct a psychosocial hazard audit and suitable management training to support outcomes	•			Preventing psychosocial hazards
Consider work/life balance strategies to protect frequent travellers or shift workers	•			





Strategies	Healthy vision	Healthy places	Healthy people	
Implement and enforce a comprehensive sun safety program for employees (where relevant)	•			Sun Smart, Cancer Council SA
Host a general wellness challenge over several weeks focusing on wellbeing, for example improved stress management techniques, increase fruit and vegetable intake, trialling new exercise ideas			•	
Run an annual family fun day or workplace picnic. Consider opportunities for a guest celebrity to attend or 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			•	SA Health: Recommended Health Checks Engaging Service Providers Fact Sheet
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 time to visit local services or register for the unit to attend your workplace		•		Cancer Screening information Mobile breast screening clinics
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			•	Healthy Workers Toolkit: Step Two Healthy Workers Online Health Check Health Services Finder
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