



Rethinking safety through

INCLUSION + WELLBEING

5 ways TO WELLBEING

TOOLKIT FOR WORKPLACES

Let's all make the most of every day

MENTAL HEALTH AND WELLBEING TOOLKIT

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Welcome to the Mental Health and Wellbeing Toolkit. This is intended to be a practical toolkit of information and resources to support your teams to flourish and your workplace to thrive.

You will find a range of fact sheets, toolbox talks and templates to make it easy for you to support building the Five Ways of Mental Health and Wellbeing into your day-to-day lives.

With thanks to the following organisations in creating this toolkit:

MENTAL HEALTH AND WELLBEING TOOLKIT

VISION

At Laing O'Rourke we are striving to create a healthy environment for our people that promotes excellence and acknowledges the evolving changes and demands of their personal and family lives.

We are developing policies and strategies that ensure our people can recognise the warning signs when someone is facing mental health challenges and that we have appropriate tools in place to respond and provide assistance.

It is also important that we understand and address the unique risk factors that are present in the industries we operate in. As part of this strategy we will work with the organisation at different levels from the Senior Leadership Team, Managers, and Supervisors to all of our staff and employees, supply chain partners and those people affected by our operations to provide appropriate support and information.

A mentally well workplace acknowledges mental health in the same it acknowledges physical health – removing the stigma often associated with mental health and taking steps to reduce the risk of stress.

The best way to view mental health is that we all have it and we fluctuate between thriving, struggling and being ill and possibly off work.

Good mental health encompasses much more than the mere absence of poor mental health. Being mentally healthy also includes positive states of mental health such as feeling engaged and empowered at work, being motivated, productive and having a work life balance that enriches the home life rather than impeding it.

When people thrive so does the organisation. A focus on thriving is more relevant than ever. The changing nature of work needs thriving people who flourish in the face of uncertainty and change.

Positive mental health is about people who engage with us having positive experiences where they feel satisfied, engaged and empowered through their work so that they are motivated to perform at a high level. It is about being confident and capable to successfully set and achieve challenging goals. Where work is integrated effectively into an overall health life that leads to improvements in performance and mental health at work.

The Mental Health and Wellbeing Strategy framework:

1. People as the solution to their own sustained health. Giving decision making to the people who do the work and are most impacted by it.
2. Looks at the positive aspects people can do to support their own health and wellbeing.
3. The programmes delivered under this strategy as an ethical responsibility will not be about compliance enforced upon our people. The programmes will engage our people in its development, facilitate their active participation where they choose to do so and be flexible to our people and organisations changing needs.

5
ways
TO WELLBEING

FACT SHEETS

MENTAL HEALTH AND WELLBEING TOOLKIT

FACT SHEET – The Compelling Case for Change

Why are Laing O'Rourke putting the 2018 Mental Health and Wellbeing Action Plan in place?

By 2020, mental illness will be the second cause of disability worldwide¹. There is both a human and economic cost associated with the management of mental health conditions. Poor mental health is a chronic disease epidemic. The infographic below highlights how widespread the issue is in Australia².



What does the term mental health mean?

It is a frequently misunderstood term that is often used as a substitute for mental health conditions – such as depression, anxiety conditions, schizophrenia, and others.

Mental health can be defined as “a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.³” So rather than being about ‘what’s the problem?’ it’s really about ‘what’s going well?’

Ultimately, mental health is about being cognitively, emotionally and socially healthy – the way we think, feel and develop relationships - and not merely the absence of a mental health condition. The beyondblue vision is that everyone achieves their best possible mental health and this is echoed by the Laing O'Rourke Mental Health and Wellbeing Action Plan.

What are the causes of poor mental health?

This can be due to many factors including work stress, substance abuse, financial stress, relationship stress and/or caregiving responsibilities. Regardless of the source the impact of poor mental health on both individuals and organisations is profound.

What are the benefits of staying well?

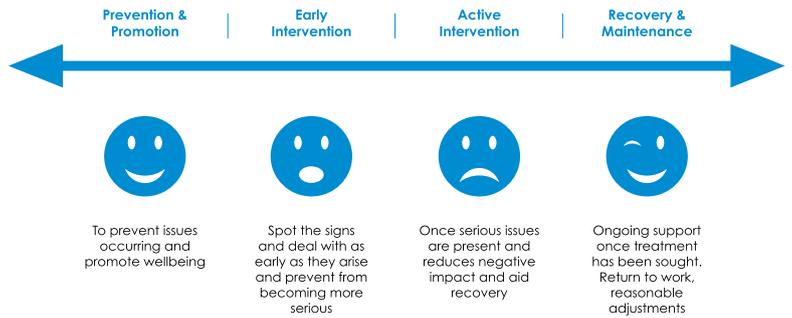
Research shows that high levels of mental health are associated with increased learning, creativity and productivity, more pro-social behaviour and positive social relationships, and with improved physical health and life expectancy.

¹ WHO, 2011 'Global burden of mental disorders and the need for a comprehensive, coordinated response from health and social sectors at the country level' Report by the Secretariat.

² Infographic Source: Beyond Blue

³ World Health Organisation definition sourced from Mental health: a state of wellbeing

Think of mental health as a continuum that anyone can experience one end or the other dependent on what is happening in their life. Mental health is complex and the fact that someone is not experiencing a mental health condition doesn't necessarily mean their mental health is flourishing. Likewise, it's possible to be diagnosed with a mental health condition while feeling well in many aspects of life.



How does the Construction industry compare?

The statistics around suicide in the construction industry are confronting. According to 'MATES in Construction'⁴, a charity set up in 2008 to address the issue, construction workers are more than twice as likely to take their own life as other people in Australia; construction workers are six times more likely to take their own life than through a workplace accident; apprentices in construction are two and a half times more likely to take their own life than other young men their age.

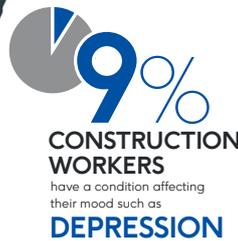
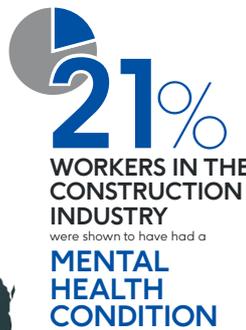
CONSTRUCTION WORKERS
are more than



AND
more than



APPRENTICES IN CONSTRUCTION
are more than likely to take their own life than other young men their age



The construction industry employs more than 625,000 people across Australia, making it one of the biggest employers in the country.

According to a recent PricewaterhouseCoopers (PwC) reports⁵ on mental health in the workplace, during the past 12 months 25.1% of workers in the construction industry were shown to have had a mental health condition. Also, 8.9% of construction workers have a condition affecting their mood, such as depression – which is considered one of the risk factors for suicide. An evidence review focusing on male-dominated industries commissioned by beyondblue indicates workers in the construction industry may have elevated prevalence rates of depression and anxiety.

What is the basis of the Laing O'Rourke Mental Health and Wellbeing Action Plan?

In the UK the Prime Minister called for an independent review into how employers can better support the mental health of all people currently in employment including those with mental health problems or poor well-being to remain in and thrive through work⁶. The published report set out six mental health core standards which are a framework for a set of actions which organisations are capable of implementing. These six standards have been adopted in the Mental Health and Wellbeing Action Plan and are drawn from best practice and as far as possible are evidence based.

⁴ Mates in Construction – research 'Mental Health and the Construction Industry'

⁵ PwC report Creating a mentally healthy workplace – return on investment analysis

⁶ Stevenson/Farmer Review of mental health and employers 'Thriving at Work', October 2017

Six Pillars:

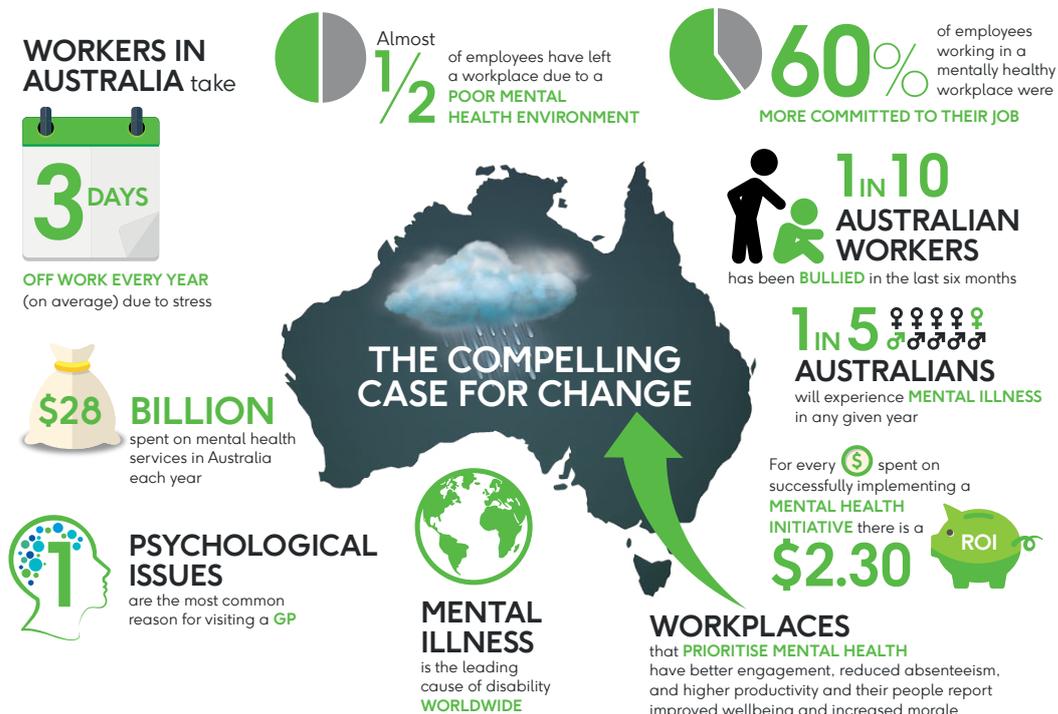
1. Produce, implement and communicate a mental health at work plan;
2. Develop mental health awareness among employees;
3. Encourage open conversations about mental health and the support available when employees are struggling;
4. Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development;
5. Promote effective people management through line managers and supervisors;
6. Routinely monitor employee mental health and wellbeing.

How will Laing O'Rourke implement the standards?

Laing O'Rourke are introducing awareness training at all levels across the organisation. Awareness of mental health will help reduce the stigma of mental health illness and provide people with practical skills that will enable them to manage their own mental health.

The five ways to wellbeing are a set of evidence based public mental health messages aimed at improving the mental health and wellbeing of the whole population. They were developed by the New Economics Foundation (NEF)⁷ as the result of a commission by Foresight, the UK government's futures think tank, as part of the Foresight Project on Mental Health and Wellbeing. The five ways to wellbeing will be used to raise awareness and deliver campaign messages.

Partnering relationships will be developed with key providers to provide external specialist expertise. This will be used to assist Laing O'Rourke in understanding and managing the unique risk factors present in the construction industry.



⁷ Foresight Mental Capital and Wellbeing Project: Final Project Report (2008). London: The Government Office for Science. Retrieved from: <http://www.bis.gov.uk/foresight/our-work/projects/current-projects/mental-capitaland-wellbeing>

MENTAL HEALTH AND WELLBEING TOOLKIT

FACT SHEET – Relationships with specialist support

At Laing O'Rourke we have relationships with a number of organisations who can help support the Mental Health and Wellbeing Action Plan. Information about how you can access these is provided below but if you would like more information please get in touch.

1. BUPA

BUPA has been selected as our national Mental Health Awareness Training Partner. Programmes that will be delivered include:

1.1 Mental Health Awareness Training

1.1.1 All staff – Open Minds Course

This 1 hour session will provide participants with the opportunity to increase their awareness about mental health issues and positive mental health 'protective factors'. Participants will build a toolkit towards early intervention.

1.1.2 Managers and Supervisors – Back on Track (Understanding Mental Health Issues in Your People and Managing Mental Health Issues in Your People)

This session is 2 hours and will provide Managers and Supervisors with a skill based framework to help engage in a respectful conversation that encourages ongoing support and commitment. Participants are provided with a number of customised tip sheets and a customised version of an online resource, BUPA Manager's Guide to Mental Wellness in the Workplace.

1.1.3 People and HSE specific programme – Back on Track (Act Now – Mental Health Crisis Response training)

This session is 3.5 hours and is complemented by prior on line learning. This session will provide participants with the ability to de-escalate mental health crisis situations at work. Additional tip sheets and a certificate of completion will be provided.

1.1.4 How to book a training programme

Sessions will be available to book through Success Factors for Laing O'Rourke staff.

1.2 Other Services

1.2.1 Psychosocial Risk Assessments

BUPA can provide an external resource to complete psychosocial risk assessments at the workplace. This can assist the project team in identifying and managing our unique risk factors. Resources and awareness campaigns can be targeted to areas that need the most attention.

1.2.2 Workplace monitoring

BUPA can provide monitoring to ensure the organisation is delivering against the Mental Health and Wellbeing Action Plan. This can be done through survey and focus groups identifying key risk areas.

1.3 Medical Cover

Laing O'Rourke has teamed up with Bupa, one of Australia's leading private health funds, to offer all employees access to health care options designed specifically for Corporate Clients of Bupa which provide members with flexibility and very competitive premiums.

When you join:

- Laing O'Rourke will now cover up to \$500 of your excess per annum on selected hospital cover and find yourself in hospital.
- Say goodbye to 2 and 6 month waiting periods on extras when you combine hospital and extras cover – giving you immediate access to general dental, optical, physiotherapy and chiropractic.
- Benefit Bonus - Your percentage back on extra claims grows by 2% each year, up to a maximum of 10%. On the Laing O'Rourke health plan, we will treat you like you have been a loyal customer for 3 years from day one. This means you can claim more back on extras straight away. To benefit, simply take out Platinum, Gold or Silver Extras cover.
- A 4% discount on your health cover.

If you don't yet have health cover, BUPA has friendly and knowledgeable consultants who will be able to guide you through your available options so you can select a cover to best suit your needs.

It's also easy to switch health cover. When you switch to an equivalent level of cover with Bupa, you won't have to re-serve any waiting periods for services that were included under your previous cover. Take the first step today and get a free comparison with your current health fund.

Or, even if you already have existing Bupa cover, contact Bupa about switching to the Laing O'Rourke health plan and start reaping the rewards today.

Take the first step today: Call: 134135 Go To: <https://www.bupa.com.au/health-insurance/call-me-back>
Email: laingorourke@bupa.com.au

Please click here for information on the Bupa healthier workplaces initiative. Full details and conditions can be viewed here. Please click on the link to go to the Hospital Excess Claim Form.

2. Employee Assistance Programme (EAP) provider

The Company's Employee Assistance Programme (EAP) is an important part of our People Agenda and ongoing commitment to support the wellbeing of our employees.

Through this Programme you, and your immediate family members, have free and confidential access to an externally contracted company who provides professionally qualified counsellors and support services to assist you in times of personal or family need. This service has been of great assistance to many employees over the years.

There is no need for referral or authorisation and you can feel comfortable using the EAP to confidentially discuss any work or personal issues. All face-to-face counselling sessions are provided offsite at one of TELUS Health national counselling locations. Alternatively, counselling is also available 24 hours / 7 days a week over the phone on 1300 361 008.

Another benefit offered by TELUS Health is an online resource called 'LiveWell' that contains straightforward, immediately accessible information on workplace-related concerns, interpersonal issues, and emotional and physical wellbeing. To access the online resource, please see details below:

Website: one.telushealth.com **Username/email:** laingorourke **Password:** lifeworks

Please be assured that great care is taken to maintain and ensure the privacy and confidentiality of users. Should you wish to use the service, the only information that is relayed to Laing O'Rourke is statistical reports on usage patterns - no personal identifying information is contained in the reports.

If you want any further information on the service please do not hesitate to talk to TELUS Health directly, visit their website or speak to one of the People representatives in your region.

START THE CONVERSATION



Call 1300 361 008

contact us online here

3. R U OK?

Is a charity organisation that's vision is a world where we're all connected and are protected from suicide. Their mission is to inspire and empower everyone to meaningfully connect with people around them and support anyone struggling with life.

They have four goals:

1. Boost our confidence to meaningfully connect and ask about life's ups and downs
2. Nurture our sense of responsibility to regularly connect and support others
3. Strengthen our sense of belonging because we know people are there for us
4. Be relevant, strong and dynamic

At Laing O'Rourke we are looking at ways to reduce the stigma of poor mental health and believe that starting a conversation with someone with three simple words 'Are you ok?' can start a conversation that may save someone's life. We will support R U OK? Day nationally and encourage all workplaces to participate in events.

4. Internal Specialist Support

There is a Mental Health and Wellbeing Committee responsible for the development and implementation of the Mental Health and Wellbeing Strategy and Action Plan. The executive sponsor of the strategy is Cathal O'Rourke, Managing Director Laing O'Rourke Australia hub. Lisa McKeown is the Mental Health and Wellbeing Programme Leader and can be contacted on lmckeown@laingorourke.com.au or M: 0409 751718.

4.1 Mental Health Champions

Laing O'Rourke deliver a one day internal programme developing Mental Health Champions in the workplace. It encourages peer support and creates a network of people who together are able to reduce the stigma of poor mental health and who are beacons for people in the workplace for support and conversation.

For more information see iGMS.

4.2 Mental Health First Aid

Mental health first aid is the help provided to a person who is developing a mental health problem, or who is in a mental health crisis (e.g. the person is suicidal or has had a traumatic experience). Like physical first aid, mental health first aid is given until the person receives professional help or until the crisis resolves.

Mental health first aid strategies are taught in evidence-based training courses authored by Mental Health First Aid (MHFA) Australia and delivered by accredited MHFA instructors.

This two day programme can be offered internally to a workplace within Laing O'Rourke or its partners through our accredited instructors.

If you want more information on this programme please contact Lisa McKeown on lmckeown@laingorourke.com.au.

MENTAL HEALTH AND WELLBEING TOOLKIT

FACT SHEET – About the Five Ways to Wellbeing

Mental Health and Wellbeing has two main aspects: feeling good and functioning well.

The five ways of wellbeing are a set of five, evidence based public health messages about the kinds of activities that individuals can do that are known to increase a sense of mental health and wellbeing: Connect, Be Active, Take Notice, Keep Learning and Give. They were developed by NEF (the New Economics Foundation) as part of the UK government's Foresight Project on Mental Capital and Wellbeing. This was a result of considerable research by over 400 scientists. The five ways of wellbeing have become the accepted messages globally by organisations who are actively supporting a positive mental health approach in delivering mental health and wellbeing campaigns.

The five ways of wellbeing will be central to the communication of the Laing O'Rourke awareness programmes delivered under the Mental Health and Wellbeing strategy. The five ways of wellbeing have been given their own identity to reflect the branding of the organisation and to keep connection with the previous health and safety campaign delivered in 2012 – Keep your head screwed on.

Five Ways of Mental Health and Wellbeing at Laing O'Rourke



1. Connect
2. Be active
3. Take notice
4. Keep learning
5. Give

Connect

- By keeping in touch with people either at work or at home strengthens relationships. Feeling close to people and being valued is critical to boosting wellbeing.

What does that look like in action: Keep in touch with the people around you. Have a conversation, pass the time of day, make the time for that chat. Ask someone if they are ok? Identify someone you could call at 3am if you needed to talk.

Be active

- Being physically active not only improves physical health but it can also improve mood and wellbeing reducing stress, depression and anxiety.

What does that look like in action: Find a physical activity that gets you moving and you enjoy. You could go for a walk or run. Step outside. Try gardening. Play a game with the kids.

Take Notice

- By paying more attention to the present moment, to thoughts and feelings and to the world around, boosts our wellbeing

What does that look like in action: Take a moment to stop and do something different. Listen to a new song. Remark on the unusual. Notice the changing seasons. Savour the moment.

Keep learning

- Being curious and seeking out new experiences at work and in life more generally positively stimulates the brain.

What does that look like in action: Try something new. Rediscover an old interest. Learn a new language. Try a new recipe.

Give

- Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.

What does that look like in action: Smile, do something nice for a colleague or team mate. Thank someone. Volunteer your time.

MENTAL HEALTH AND WELLBEING TOOLKIT

FACT SHEET – The Role of Leadership

Leadership commitment and engagement is the most important factor to achieve healthy workplaces and help our people thrive¹.

- With leadership and management support behind you, your actions to improve the culture and mental health of the workplace are more likely to be effective².
- If those communicating the messages, e.g. leaders and managers, also model the behaviours, it makes the message more attainable or 'real' for people.

The Laing O'Rourke Mental Health and Wellbeing Action Plan identifies six standards which are supported by evidence³. To help promote and encourage these standards a strategy of short term, medium term and long term actions are being implemented across the business.

	Standard
1	Have a strategy in place that promotes good Mental Health and Wellbeing that outlines support available
2	Increase transparency and accountability through internal and external reporting – leadership commitment and approach
3	Develop improved mental health awareness by ensuring information tools and support is accessible
4	Promote effective people management to ensure everyone has the opportunity to regularly talk about health and wellbeing
5	Provide excellent facilities, promote healthy work life balance and opportunities for development
6a	Monitor health and wellbeing factors across the organisation through understanding available data and unique risk factors

¹ World Health Organisation (2017). Five keys to healthy workforce.

² PricewaterhouseCoopers (2014). Creating a mentally healthy workplace. Return on Investment analysis.

³ Thriving at Work: The Stevenson / Farmer review of mental health and their employers (2017)

What is your role as a leader – Champion the Five Ways of Mental Health and Wellbeing:

- **Create a shared sense of purpose** – clearly communicate your vision for a mentally healthy team or workplace and take people along the journey.
- **Really listen** – ask your team what they think about the Five Ways to Wellbeing and really TAKE NOTICE and take on-board what they set.
- **Set clear expectations** – ask managers to actively promote and support their people and teams to participate in the Five Ways.
- **Set the tone** – champion the Five Ways through staff emails, noticeboards, Yammer, finding an opportunity to speak about it and participating in activities.
- **Lead by example** – be a role model for others and introduce the Five Ways into your life – take a well-earned break, go for a walk, say thank you, notice the world around you.

How you can be the best leader with the Five Ways:

- **Place people at the centre of decision making and value them** – TAKE NOTICE of people's efforts and hard work and GIVE credit where it's due.
- **Know your people and create a culture of continual learning** – provide opportunities for people to grow and KEEP LEARNING.
- **Strengthen relationships and build trust** – take a moment every day to chat and CONNECT with your people and promote healthy conversation about mental health and wellbeing.
- **Find your balance** – schedule time in your diary to exercise and BE ACTIVE.
- **Make yourself available to your people** – GIVE your time.

A large, bold, black number '5' is the central focus. The word 'ways' is written in yellow, lowercase letters along the top curve of the '5'. The words 'TO WELLBEING' are written in yellow, uppercase letters along the bottom curve of the '5'.

TOOLBOX TALKS

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK – FIVE WAYS TO WELLBEING

Today let's talk about five simple things you can do as part of your daily life – at work and at home – to build resilience, boost your wellbeing and lower your risk of developing mental health problems.

These simple actions are backed by lots of research and are known internationally as the Five Ways to Wellbeing.

The Five Ways are - **CONNECT, BE ACTIVE, KEEP LEARNING, GIVE and TAKE NOTICE**

Regularly practicing the 'Five Ways' is beneficial for everyone – whether you have a poor mental health or not. They help people take care of their mental health and wellbeing.

Together we will work through the 'Five Ways' and how they work.

The first way is CONNECT

QUESTION: What do you think that means? (ask participants)

It's about strengthening relationships with others and feeling close to and valued by others. As humans we are relationship beings and it's important to us.

QUESTION: How might we do practice this at work today? (ask participants)

Suggested answers: have a conversation with someone, ask how someone is, hold a site bbq, stop to have a chat, get to know someone in the crib room

The second way is KEEP LEARNING

QUESTION: Why might this be important to support mental health and wellbeing? (ask participants)

Being curious and seeking out new experiences at work and in life more generally positively stimulates the brain. This doesn't have to be formal learning in a course.

QUESTION: What other ways could you keep learning? (ask participants)

Suggested answers: take up a new hobby, cook a new recipe, take on a new responsibility, learn a new language

The third way is BE ACTIVE.

Being physically active, including at work, improves physical health and can improve mood and mental wellbeing and decrease stress, depression and anxiety.

Getting active doesn't mean you have to go for a run.

QUESTION: What ideas do you have for getting active? (ask participants)

Suggested answers: Go for a walk round the block at lunchtime, walk the site perimeter, Take kids to the park, Garden or do some DIY.

The fourth way is GIVE.

Evidence suggests that carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.

QUESTION: There are lots of ways that we could practice this in our daily work life what do you think we could do? (ask participants)

The fifth way is TAKE NOTICE

This is about paying more attention to the present moment, to thoughts and feelings and to the world around, boosts our wellbeing.

QUESTION: In our daily life how often do we stop and take a moment? (ask participants).

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK FIVE WAYS TO WELLBEING – CONNECT



Strong relationships with others are an essential part of building resilience and boosting wellbeing.

Evidence shows that **CONNECTING** with others including colleagues, friends and the wider community promotes wellbeing, and helps build a support network for when times get tough.

We all need to feel close to other people, and valued by them. At work, having good relationships with colleagues helps us stay motivated and engaged. Connecting is about being there for others, talking and listening, and feeling a sense of belonging.

Examples of ways we can **CONNECT** are:

- Talk to someone – and really listen
- Organise a shared lunch
- Reconnect with an old friend
- Eat lunch with colleagues
- Find ways to collaborate
- Plan a social event at work
- Play with your kids
- Talk or phone instead of emailing
- Join a team or club

QUESTION:

How else do you think we might **CONNECT at work today? (ask participants)**

Group activity for today:

Turn to someone near you (preferably someone who you haven't met before) and introduce yourself. Find out who they are, where they have come from and one personal bit of information.

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK FIVE WAYS TO WELLBEING – BE ACTIVE



Being physically active every day is great for our bodies and minds.

As well as improving physical health and fitness, being **ACTIVE** can also improve our mood and overall mental wellbeing, and decrease stress, depression and anxiety.

These benefits are increased when we get outside.

Being active with others can help us feel more connected, and motivates us to build new habits.

Being active does not have to mean going for a run. Do what you can to move your mood. Any form of physical movement can be beneficial

Find something that you enjoy and that suits your level of mobility and fitness.

Think about how you could move or stand more at work – build habits to bring more active movement into your work day

Examples of ways we could be more ACTIVE are:

- Go for a walk at lunchtime
- Join a sports team
- Break up long period of sitting
- Have walking meetings
- Use the stairs instead of the lift
- Do some gardening
- Play with your kids
- Take part in the daily safe starts on site (stretching in the morning)

QUESTION:

How else do you think we might be able to be more ACTIVE at work today? (ask participants)

Activity for today:

- Safe Start (daily stretching exercise)
- Organise a hunt on site hidden objects that get people moving
- Arrange a workplace team event.

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK FIVE WAYS TO WELLBEING – KEEP LEARNING



Being curious and seeking out new experiences positively stimulates the brain.

Setting goals, being open to new ideas and continuing to **LEARN** throughout life helps boost wellbeing and build resilience.

Learning improves our self-esteem, keeps us connected and involved and helps us adapt to change and find meaning in our lives. It has also been shown to help prevent depression in later years.

Learning is more than just formal education.

It's about exploring new ideas, seeing opportunities, embracing new experiences and sharpening our skills. It means being curious and having an enquiring mind, in all areas of life.

Examples of ways we can KEEP LEARNING are:

- Add to your work knowledge
- Set a goal and work towards achieving it
- Take on a new task or help someone
- Get to know your colleagues more
- Listen to a podcast or read something new
- Take a course
- Make a new recipe
- Join a team
- Learn a new language

QUESTION:

What other things can you think about that support the KEEP LEARNING way of wellbeing? (ask participants)

Activity for today:

- Organise a lunch and learn session with a speaker (can be someone from the supply chain) about a new product or method on site
- Ask the pit crew to deliver a talk about collective improvements
- Ask an external partner to come in to talk about – financial wealth, health and wellbeing or something of interest
- Share a story about the workplace
- Book a mental health awareness training course.

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK FIVE WAYS TO WELLBEING – GIVE



Giving makes us feel good. Carrying out acts of kindness, whether small or large, can increase happiness, life satisfaction and general sense of wellbeing.

GIVING is more than just sharing material things with others. It's about cultivating a spirit of generosity and actively supporting others.

The acts of giving, receiving and being aware of acts of kindness, even indirectly, give us a sense of purpose and self-worth.

Giving also builds relationships and a connection with others. At work, a culture of giving helps to build a positive emotional environment and promotes connection, empathy and team work.

Examples of ways we can GIVE are:

- Compliment someone
- Help a colleague with their work
- Share your ideas or feedback
- Get involved with a charity
- Express gratitude - thank someone
- Make someone a cup of tea
- Support a friend
- Perform a random act of kindness for a colleague, friend or even a stranger

QUESTION:

What other ways can you think of that support the give way of wellbeing? (ask participants)

Activity for today:

- Turn to the person next to you and say 3 things you are grateful for today
- Recognise a colleague with a thank you for something good they have done.

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK FIVE WAYS TO WELLBEING – TAKE NOTICE



Paying more attention to the present moment, to thoughts and feelings and to the world around us can boost our wellbeing.

Using **ATTENTION** to increase awareness, concentration, and focus on the current moment and the task at hand, has been shown to improve wellbeing and mood.

These are skills that can give us greater creativity, accuracy and productivity.

Becoming more aware of the present moment means noticing the sights, smells, sounds and tastes we're experiencing, as well as the thoughts and feelings that occur from one moment to the next. It's about reconnecting with the world around us, appreciating the little things and savouring the moment.

Examples of ways we can NOTICE are:

- Listen to your favourite music
- Take a break from digital devices
- Single task – do one thing at a time
- Try a mindfulness technique
- Plan to look up at the night sky
- Notice signs of the season changing
- Practice gratitude
- Sit quietly in a garden or park

QUESTION:

What other ways can you think of that support the TAKE NOTICE way of wellbeing? (ask participants)

Activity for today:

- Promote the Five Ways to Wellbeing Photo Competition. One winner will receive a \$500 Red Balloon Voucher – see details on the poster.

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK – TEN THINGS YOU CAN DO TO IMPROVE MENTAL HEALTH

Here are 10 things that you can do to improve mental health

1. Talk openly about mental health in the workplace.
2. Share your own personal experience of a mental health condition (if you feel comfortable doing so).
3. Encourage open communication when problems arise and help to find solutions.
4. Respect other people and celebrate difference.
5. Be open to learning about mental health conditions and other people's experiences.
6. Respect the privacy of others.
7. Be a positive role model – be genuine in your actions and promote the kind of culture that inspires people to do their best.
8. Speak up if you see instances of bullying, harassment or discrimination.
9. Cooperate with workplace policies and procedures, and support initiatives aimed at improving mental health in the workplace.
10. Understand how your workplace can support you and how you can access help if you need it.

Let's discuss how we can promote these 10 things more at our workplace today

What is going well?

What is not going well?

What can we improve?

By creating a positive and friendly workplace and encouraging people to talk about mental health we can minimise workplace risks and create a supportive environment.

We have access to a wealth a support services that you can utilise.

Employee Assistance Programme:

TELUS Health - 1300 361 008 (24 hours – 7 days)

Mental Health Champions – internal peer support network – look for pin.



Others resources: Taking care of your mental health in the workplace.
A guide for employees. **Beyond Blue, Heads Up, www.headsup.org.au.**

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK – ONE MINUTE STRESS STRATEGIES

These one-minute stress strategies are simple, and they can make a real difference in how you handle stress. Give them a try!

1. Tension release:

Tense your muscles, one area at a time, and enjoy the relaxation upon release.

Take a deep breath and hold it as you curl your toes for about 5 seconds, then let your breath go all at once.

Don't ease off — let go completely!

Next clench your calves, thighs, buttocks, arms, shoulders, jaws and finally squeeze your eyelids.

Feel the tension leave your body — aaah!

2. Deep breathing:

When tense, we often breathe from the upper chest. A full, deep breath helps relieve tension.

Take a deep breath, letting your abdomen expand fully.

Hold it for about 3 seconds.

Let your breath out all at once (with a sigh if you want).

As you exhale, relax your jaw and shoulders. Think calm...

3. Focused breathing:

When our minds are filled with stressful thoughts, our bodies become stressed. Focusing on body processes can help calm mental activity, which in turn can result in physical relaxation. This technique will help you take a break from stressful thoughts.

With your eyes closed, shift your attention to the tip of your nose.

As you breathe in, become aware of the air entering your nostrils.

As you breathe out, be aware of the sensations of air passing back out. Do this several times.

Repeat several times: breathe in... breathe out... breathe in... breathe out...

4. Ideal relaxation

Picture a place (real or imagined) where you can be totally relaxed.

With your eyes closed, take a moment to visualize an ideal place to relax. Make it any place attractive to you.

Using all senses, feel yourself in comfortable clothes, hear pleasant sounds, see beautiful colors.

Visit this spot whenever you need to relax. Take a mini-vacation!

5. 4-7-8 breathing:

Slow it down to soothe mind and body

Exhale with sound through your mouth to the count of eight

Inhale quietly through your nose to the count of four

Hold your breath to the count of seven

Repeat for four breath cycles, and ideally twice a day

MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK – HUNT THE GOOD STUFF

As humans, we are naturally wired to view things with a negative bias - while this still serves us well on occasion, we want to actively try to prevent it from becoming our 'default setting'.

'Hunting the Good Stuff' is about creating a routine of noticing, savouring and appreciating the good things in life - what does go well each day and getting perspective on those things that don't go so well.

Hunting the good stuff (HTGS) is an actual powerful exercise which ushers in gratitude, which leads to the good life physically, psychologically, and especially socially.

On the physical side, gratitude is linked to optimally functioning immune systems, lower blood pressure, better sleep and being bothered less by pain.

Psychological benefits of gratitude include more happiness, joy and pleasure as well as increased alertness. Grateful folks are more mentally tough, hardier, and resilient (HTGS is taught to soldiers to improve resilience).

People who are grateful also have less of what are often called "toxic" emotions — resentment, envy, and regret. You simply can't be grateful and resentful, envious and full of regret at the same time.

People higher in gratitude are more generous, more helpful, more compassionate and less lonely. (Researchers warn that loneliness has become an epidemic, not caused only by people being isolated but more from people feeling isolated from others even when people are all around them.)

Hunting the good stuff is about purposely being on the hunt — scouting out and searching for anything good. Calling your brain to attention, putting it to work.

There are generally lots of opportunities for hunting the good stuff. You could HTGS when you are taking a walk or during interacting with others — working, playing, or eating dinner with family and friends.

Ideas to practice:

1. Write or think about three good things every day you find hunting for good stuff and write why I appreciated them.
2. Use "Visual cues" to remind you to do it so it becomes a habit. Visual cues are primarily objects, posters, words, calendars — something you put where you can see it, as a mental nag.

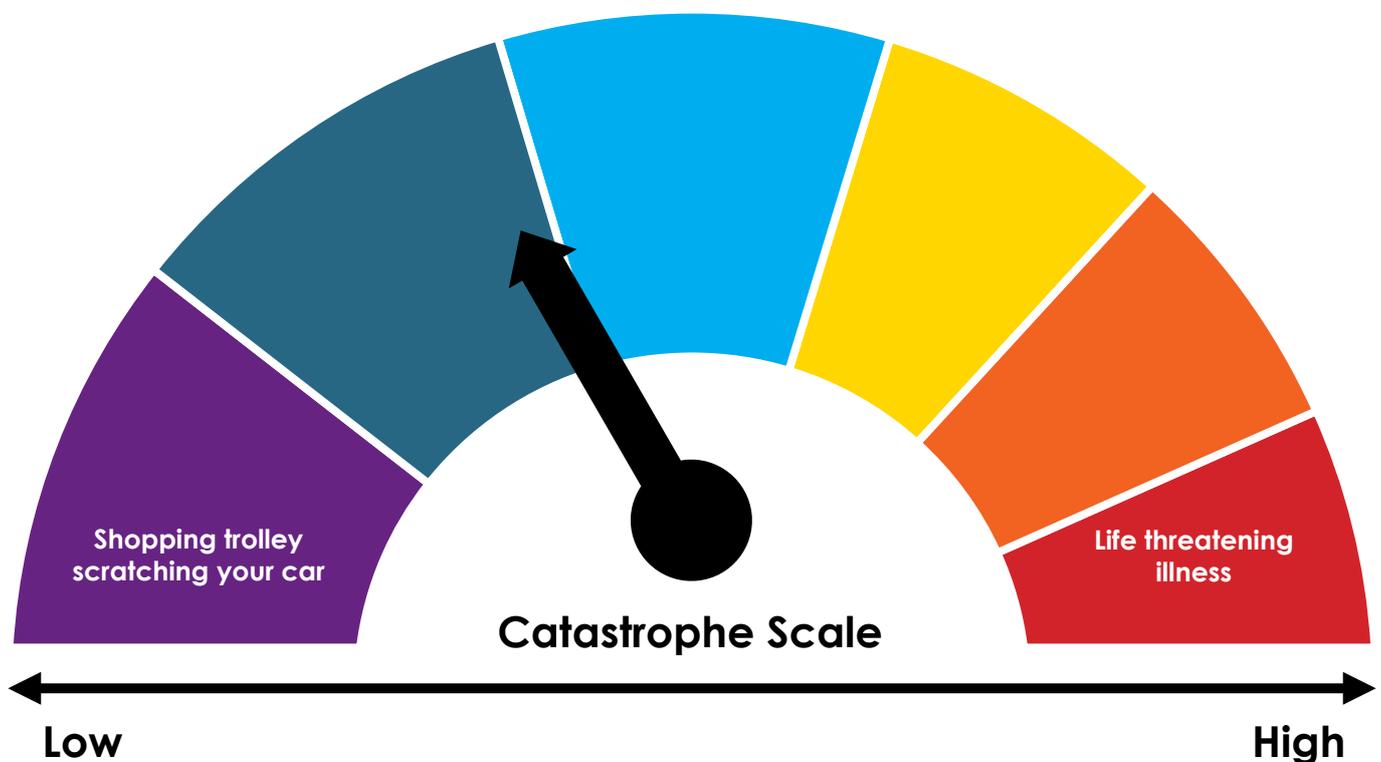
MENTAL HEALTH AND WELLBEING TOOLKIT

TOOLBOX TALK – RECALIBRATE

As major stressful events in our life do not occur that frequently, there is a tendency to “catastrophise” the more common minor stressful events. Our ‘negativity bias’ kicks in and we find ourselves losing perspective and blowing problems out of proportion. As a tool to counteract negativity bias and the tendency to lose perspective, we can use the catastrophe scale to gain perspective, overcome feelings and realise that it may not be as bad as it seems.

Anxiety can really get its hook in, and can convince you that if there's a worst that could happen, it will. This can easily lead to worrying about the 'what ifs'. And it can impact on your life, making you more sensitive to pain and fears, as one study found with patients undergoing dental procedures. Something helpful to combat such worries is to gently challenge them by asking yourself: “What's the worst that could happen? And if the worst happens, what does that mean?” Having a catastrophe scale (a scale that goes from 0= 'breaking a nail' to 100= 'the world imploding') can help you assess how bad things are, and whether they could be worse.

Recalibrating where you are on the scale helps re-frame situations and provide a tool to support people in the workplace during times of stress and or anxiety.



MENTAL HEALTH AND WELLBEING TOOLKIT

INTRODUCING MINDFULNESS

The Basics of Mindfulness Practice

Mindfulness helps us put some space between ourselves and our reactions, breaking down our conditioned responses. Here's how to tune into mindfulness throughout the day:

1. Set aside some time. You don't need a meditation cushion or bench, or any sort of special equipment to access your mindfulness skills—but you do need to set aside some time and space.
2. Observe the present moment as it is. The aim of mindfulness is not quieting the mind, or attempting to achieve a state of eternal calm. The goal is simple: we're aiming to pay attention to the present moment, without judgement. Easier said than done, we know.
3. Let your judgements roll by. When we notice judgements arise during our practice, we can make a mental note of them, and let them pass.
4. Return to observing the present moment as it is. Our minds often get carried away in thought. That's why mindfulness is the practice of returning, again and again, to the present moment.
5. Be kind to your wandering mind. Don't judge yourself for whatever thoughts crop up, just practice recognising when your mind has wandered off, and gently bring it back.

That's the practice. It's often been said that it's very simple, but it's not necessarily easy. The work is to just keep doing it. Results will accrue.



ways
TO WELLBEING

TOOLS & RESOURCES

MENTAL HEALTH AND WELLBEING TOOLKIT

ACTIVITY GUIDE

There are lots of ways that workplaces can support people to incorporate the Five Ways of Mental Health and Wellbeing into their day-to-day lives.

Use this activity guide to identify and promote activities at your workplace.

You can use the goal setting template in the toolkit to set some goals for the workplace.

One small step can make the difference – Let's all make the most of every day.

ACTIVITY GUIDE	CONNECT	BE ACTIVE	TAKE NOTICE	GIVE	KEEP LEARNING
Acts of kindness wall	✓			✓	
Book club	✓				✓
Charity events	✓			✓	
Daily briefing / TBT	✓				
Encourage eating together	✓				
Encourage walking groups	✓	✓	✓		
Go for a walk instead of a coffee with a friend - or walk for 20 minutes of your lunch break	✓	✓			
Lunch and learn sessions	✓				✓
Make like the 80's and walk to your colleagues desk rather than email them	✓	✓			
One to one induction	✓				

ACTIVITY GUIDE	CONNECT	BE ACTIVE	TAKE NOTICE	GIVE	KEEP LEARNING
Pay it Forward - commit a random act of kindness				✓	
Photography competition			✓		
Promote community events (arts etc)	✓		✓		
Promote cycling or walking to work					
Reward & recognition	✓			✓	
Safe Starts (stretching)	✓	✓			
Set an alarm to stand, move & stretch for five minutes out of every 60		✓			
Social team events	✓				
Take the stairs instead of the lift		✓			
Team challenge	✓	✓			
Team sports	✓	✓			
Walking Meeting	✓	✓			
Wellbeing events host	✓				✓
Workplace BBQ	✓				

MENTAL HEALTH AND WELLBEING TOOLKIT

GOAL SETTING TEMPLATE

Use this template to encourage and support your teams to set their own goals for how they can build more of the Five Ways to Wellbeing into their day.

Introducing the Five Ways to Wellbeing

Are there new activities the team has been curious about trying? Are there activities the team used to do in the past that you'd like to get back into? How could the team do more of this at work?

As a team, we already [Be Active, Give, Take Notice, Keep Learning, Connect] by:

How it feels when we do this:

We'd like to start, or get back into, doing this by:

We could do more of this at work by:

Using this, we plan to:

Action:

By when:

e.g. Go for a walk at lunch once a fortnight as a team Tomorrow and then fortnightly

MENTAL HEALTH AND WELLBEING TOOLKIT

ACTION PLAN TEMPLATE

It's a great idea to have a working group that helps to plan and deliver the Five Ways to Wellbeing in your workplace. Use this template to work out who is doing what, by when, how it will be communicated and the budget you might need.

Action	Who	When	Communications channel / collateral	Budget	Align with Five Ways
E.g. Schedule monthly working group meetings	Jono	June then Monthly			
E.g. Develop brief survey for distribution to staff with next internal newsletter	Ellen	June			
E.g. Order Five Ways promotional materials	Donna	July			
E.g. Promote first book club session	Leo	August	Newsletter, intranet		Keep Learning



Five Ways to Wellbeing at Work

This certificate is awarded to:

For:

Date: _____ Awarded by: _____

Let's all make the most of every day

MENTAL HEALTH AND WELLBEING TOOLKIT

SUPPORTING INFORMATION / RESOURCES

There are a range of organisations, resources and information that can support you to build a vibrant and flourishing organisation that supports workplace mental health and wellbeing.



The Company's Employee Assistance Programme (EAP) provider is TELUS Health. You, and your immediate family members, have free and confidential access to an externally contracted company who provides professionally qualified counsellors and support services to assist you in times of personal or family need.

There is no need for referral or authorisation and you can feel comfortable using the EAP to confidentially discuss any work or personal issues. All face-to-face counselling sessions are provided offsite at one of TELUS Health national counselling locations. Alternatively, counselling is also available 24 hours / 7 days a week.

TELUS Health 1300 361 008



The **Australian Human Rights Commission** is a national human rights institution. It is a statutory body funded by, but operating independently of, the Australian Government.

humanrights.gov.au



RUOK is a suicide prevention charity in Australia, reminding people that having meaningful conversations with mates and loved ones could save lives.

ruok.org.au



SANE Australia is a national mental health charity working to support four million Australians affected by complex mental illness. SANE's work includes mental health awareness, online peer support and information, stigma reduction, specialist helpline support, research and advocacy.

SANE Helpline 1800 688 382



Lifeline have a 24 hotline (13 11 14) that any struggling Australian can use to call during times of crisis or emergency. To find out more, visit their website at lifeline.org.au



MensLine Australia provides free 24/7 help, support, referrals & counselling services for men via telephone, online and video

Mens' Line 1300 78 99 78



beyondblue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.

Beyond Blue 1300 224 636 | beyondblue.org.au



The Black Dog Institute is a translational research institute that aims to reduce the incident of mental illness and the stigma around it, to actively reduce suicide rates and empower everyone to live the most mentally healthy lives possible.

blackdoginstitute.org.au



MATES in Construction is a charity established to reduce the high level of suicide among Australian construction workers. Show your support today.

Mates in Construction 1300 642 111 | mates.org.au



Suicide call back service is a nationwide service that provides 24/7 telephone, video and online professional counselling to people who are affected by suicide.

Suicide Call Back Service 1300 659 467 | suicidecallbackservice.org.au



Let's all make the most of every day



Rethinking safety through

INCLUSION + WELLBEING