(YOU) us CAN BECOME A WELL-BEING
embedding a culture of health and wellbeing at Macquarie

A better you at MQ
Wellbeing at work is the sum of the physical, psychological, social and relationship parts of our lives. This guide will give you some practical suggestions and tips for how you can support your peers and your team’s wellbeing.

**WHY SHOULD WE CARE?**

A snapshot of the state of the health of the Australian population shows some worrying trends.

- One in five people have two or more chronic diseases.
- Nearly two thirds of adults are overweight or obese.
- One in five women and one in eight men are likely to experience depression in their lifetime and one in three women and one in five men are likely to experience anxiety in their lifetime.
- Less than seven percent of Australians meet the daily vegetable intake requirement. Only one in 15 of us eat a sufficiently healthy amount of vegetables (5 – 6 serves of 75g) each day.
- Nearly all of us (93 percent) are walking less than the daily recommended distance for health and wellbeing (10,000 steps per day).
- One in five women and one in eight men are likely to experience depression in their lifetime and one in three women and one in five men are likely to experience anxiety in their lifetime.
- Two and a half million of us smoke daily. That’s fourteen percent, or one in seven, aged 15 and over, with an additional two percent smoking irregularly.
- Almost one in six people aged 18 and over (17 percent) consume an average of more than two standard drinks per day, exceeding the lifetime alcohol risk guideline. Overall, men were three times more likely to be at lifetime risk of harm due to alcohol as women (26 and 9.3 percent respectively).
- Stress-related absenteeism and presenteeism is costing Australian employers $10.11 billion per year.
It has long been recognised that line managers are crucial to employee engagement, wellbeing and resilience. As a leader, your behaviour and your actions can set a positive tone and culture, bringing multiple benefits.

**Focusing on the health and wellbeing of staff:**
- increases staff morale, satisfaction and motivation
- improves organisational image, which has the flow-on effect of reducing turnover and attracting new employees
- increases productivity and reduces economic costs.

**An unhealthy and hazardous workplace:**
- increases risk of injury and illness
- increases absenteeism and staff turnover costs
- reduces productivity
- reduces organisational morale and health.

Where organisations are focused on wellness, employees are:
- five times more likely to be engaged
- three times more likely to stay in the first year
- two and a half times more likely to say their organisations were creative and innovative
- ten times more likely to identify their organisation as a high or above-average performer.10
How can you make a difference?

We can get so caught up in the everyday pressures of work and life, we can often lose sight of our wellbeing.

WHAT CAN YOU DO TO ENCOURAGE WELLBEING AT WORK?

Here are a few practical ideas you can do for yourself and with your team to focus on wellbeing in the workplace. This doesn't need to be difficult – just pick a few things to build into your daily and weekly routine at work, and remember: lead by example.

GET ACTIVE AT WORK

- Schedule standing or walking meetings
- If your team has tracking devices, set up a team step challenge with a weekly goal
- Take it in turns to volunteer for the team coffee run
- Join the gym and encourage your team to take an exercise class at lunchtime
- Follow the 20-20-20 rule: every 20 minutes, stand for 20 seconds, and look 20 feet beyond your computer monitor
- Encourage walks at lunchtime, and join your staff. As leaders, use these walks to connect outside the four walls of the office
- Encourage everyone to use the stairs rather than taking the lifts
- Do stretches and exercises at your workstation
- Walk to meetings instead of scheduling them at your office

OTHER TIPS AND IDEAS

- Have a bulletin board of wellness tips, posters and reminders
- Install a thank you board and look at ways to recognise your team
- Find opportunities to give positive feedback, whether face-to-face or sending a complimentary email. Recognition goes a long way to boosting morale
- Practise gratitude - a personal thank you or sending an email and leaving a post note on a colleagues/staffs desk will go a long way to make staff feel appreciated and cared for.
- Support team members in setting and meeting work development goals
- Continuous learning and development is good for wellbeing. Encourage your team to look at Lynda.com for relevant online training and ask members to share what they have learnt at team meetings
- Include wellbeing topics in team meetings and, when possible invite a guest speaker eg a trainer from the gym or an expert from MQ Health
- Understand each team member’s challenges to create a balanced work/home life.
- Share ideas for healthy snacks at work eg a ‘fruit and nuts’ week – staff can bring in different fruit and nuts to share
- Use your two days leave a year for community volunteering and get involved in a team volunteering activity in the community. This is a great opportunity to do team building with your team and do good for others which is good for your wellbeing
CREATE A MENTALLY HEALTHY WORKPLACE AND CHECK IN REGULARLY WITH YOUR TEAM

How staff are treated and managed on a day-to-day basis is central to their mental wellbeing and engagement.
As leaders, you are crucial in supporting wellbeing, identifying early signs of distress and initiating early intervention.
If you have noticed that one of your colleagues is not travelling well, here are some simple steps to start a conversation:

1. Ask “Are you ok? – help staff open up by asking “How are you going?”
2. Listen without judgement – take what they say seriously.
3. Encourage Action – urge them to commit to doing one thing that might help them.
4. Check in later – if they’re really struggling follow up soon and also encourage them to seek additional help (e.g. Employee Assistance Program).

As the leader, you can seek help from our EAP provider Benestar and involve your HR Client team.
Take any suggestion that a colleague may be suicidal very seriously. Encourage them to get support immediately.
Contact emergency services. Dial 9999 or 0000 from your office phone.

Remember to look after yourself

Take time to assess your own wellbeing requirements and make a plan for your own self-care. Sharing your plan with your team is a valuable way to lead by example.

“Self-care is not selfish. You cannot serve from an empty vessel.”

Eleanor Brown, Health and Lifestyle speaker and author.

For more resources for leaders and staff visit our website staff.mq.edu.au/work/wellbeing
HOW CAN WE SUPPORT YOU AT MQ?
Share the services available on campus with your team.

**SPORTS AND AQUATICS**
**E:** mcsport@mq.edu.au
**T:** 9850 7636
**mq.edu.au/sport**
Get active, keep fit make use of our wonderful facilities on campus:
Indoor & outdoor heated pool
Fitness classes
Staff membership rates – save 30%

**CENTRE FOR EMOTIONAL HEALTH**
**E:** ehc.admin@mq.edu.au
**T:** 9850 8711
**W:** mq.edu.au/ceh-clinic
You can achieve emotional health by learning to manage:
- Anxiety, shyness, stress and excessive worry
- Depression and low mood
- Obsessive Compulsive-Stress Disorder
Other specialist programs for all ages include:
- Cool kids
- Aging Wisely
- Study Without Stress

**EMPLOYEE ASSISTANCE PROGRAM:**
**Benestar**
**E:** benestar@mq.edu.au
**T:** 1300360364
Six free confidential counselling sessions are available to staff and their immediate family.
Support is available face-to-face, by phone or online.
- Self-assessments – stress test, financial fitness test
- Benehub resource portal
  benestar.com/user/login?current~node/25
- MyCoach for individual’s and leaders
  staff.mq.edu.au/work/wellbeing/employee-assistance-program

**MQ HEALTH**
**E:** info@mqhealth.org.au
**T:** 9812 2990
Access to experts on campus:
- General Practitioner Clinic
- Healthy weight clinic
- Preventative health clinic
- Exercise physiology
- Nutrition and dietetics clinic
- Respiratory and sleep clinic
- Physiotherapy

**WELLBEING LUNCH AND LEARN SESSIONS**
**E:** develop@mq.edu.au
**T:** 9850 9716
Look out for our health and wellbeing series of seminars and activities throughout the year aimed at sharing wellbeing advice.
Bookings online – wellbeing program staff.
mq.edu.au/work/wellbeing/wellbeing-program

**OTHER USEFUL LINKS:**
- www.ruok.org.au
- www.beyondblue.org.au
- www.headspace.com
- www.lifeline.org.au
- www.blackdoginstitute.org.au

**HEALTH INSURANCE: MEDIBANK**
**E:** mq.medibank.com.au
Find out more about our preferred health provider:
- Nine per cent discount for all MQ staff – book an appointment with our medibank consultant to find out more.
- Do your own health risk assessment online today
- Look at the Be Better portal for some great resources

**CAMPUS WELLBEING**
**E:** campuswellbeing@mq.edu.au
**T:** 9850 7497
Online course available:
- Responding to distress and mental health.
- Visit staff.mq.edu.au/work/wellbeing

**SUSTAINABILITY**
**E:** sustainability@mq.edu.au
**T:** 9850 1603
Be good to yourself, to others and the planets and help us build a better future:
- Community volunteering (as a staff member you get 2 days volunteer leave per year) – why not use it?
- Try random acts of kindness
- Sign up for Bushcare sessions and help preserve our campus
References