





















## **Contributors**

#### **Australian Association of Social Workers**

The Australian Association of Social Workers is the professional representative body of social workers in Australia, with a vision of working to promote the profession of social work, advance social justice, uphold standards and build capacity of members. Our AASW South Australia Branch is an active Branch with over 1,350 members with focus areas on the enhancement of the social work profession and the wellbeing of our members.

Contact: www.aasw.asn.au / 1800 630 124 / aasw.sa@aasw.asn.au

#### **Australian Chiropractors Association**

With over 3,000 members, the ACA provides a strong, unified voice for all chiropractors. Whether it's through leadership, advocacy, member service, research, public engagement or governance, the ACA is active on all fronts in supporting chiropractors and enhancing health. ACA continues to grow, evolve and adapt to build a better understanding of the value of chiropractic care and ensure that the profession reaches its full potential.

Contact: www.chiro.org.au / 1800 075 003 / aca@chiro.org.au

#### **Australian Dental Association South Australia**

The Australian Dental Association is the peak national body for dentists. A voluntary member organisation with branches in every state and territory, it has three main objectives: 1) To support members by enhancing their ability to provide safe, high quality professional oral health care; 2) To encourage the improvement of the oral and general health of the public; 3) Promotion of the ethics, art and science of dentistry. Our SA branch represents dentists in private practice, universities, the armed forces, public service and healthcare with a focus representing the interests of dentists.

Contact: www.adasa.asn.au / (08) 8272 8111 / admin@adasa.asn.au

#### **Australian Physiotherapy Association**

With over 28 000 members, the Australian Physiotherapy Association (APA) is the peak body representing the interests of Australian physiotherapists and their patients. We are committed to professional excellence and career success for our members, which translates into better patient outcomes and improved health conditions for all Australians.

Contact: www.australian.physio / 1300 306 622 (toll free) or (08) 8362 1355 / sa.branch@australian.physio

#### **Australia Podiatry Association**

The Australian Podiatry Association is the largest and oldest peak body representing podiatry and promoting foot health in Australia. As the leading provider of quality continuing education for podiatrists, we support our members with opportunities to develop their professional career, uphold standards and build connections. We are committed to the advancement of podiatry to improve foot health in the community. The positive impact of podiatric care changes the lives of one in five Australians who suffer from foot pain.

Contact: www.podiatry.org.au / (03) 9416 3111 / info@podiatry.org.au

#### **Occupational Therapy Australia**

As Australia's professional association for occupational therapy, Occupational Therapy Australia (OTA) fosters evidence-based practice, enables lifelong learning and promotes the future of occupational therapy. OTA exists to support occupational therapists to support their community.

Contact: www.otaus.com.au / 1300 682 878 / info@otaus.com.au

#### **Optometry Victoria South Australia**

Optometry Victoria South Australia (OV/SA) is the only independent member association that supports optometrists and optometry, in partnership with our national association Optometry Australia. We deliver a host of fantastic services and benefits to members. We focus on risks and opportunities for optometry, maintaining an active conversation with relevant decision-makers across the South Australian and Victorian state governments. We represent the evolving needs of our members and foster the advancement of eye health and optometry through advocacy and legislative channels, high quality CPD events, publications and resources. We invite you to gain the support and collegiality of around 88 per cent of South Australian and Victorian optometrists by joining the association.

Contact: www.optometry.org.au / (03) 9652 9100 / office.vicsa@optometry.org.au

#### **Osteopathy Australia**

Osteopathy Australia is the peak body representing the interests of osteopaths, osteopathy as a profession and consumer rights to access osteopathic services. The core external focus of the association is raising awareness of osteopathy, lobbying, policy development and clinical quality; while its focus for membership services includes a wide array of information and advice, clinical excellence and quidelines, continuing professional development, healthcare business and support.

Contact: www.osteopathy.org.au / 1800 467 836 / info@osteopathy.org.au

#### **Pharmaceutical Society of Australia SA Branch**

PSA is the only Australian Government-recognised peak national professional pharmacy organisation representing all of Australia's 31,000 pharmacists working in all sectors and across all locations. PSA is committed to improving Australia's health through excellence in pharmacist care. PSA mission is to lead and support innovative and evidence-based healthcare service delivery by pharmacists.

Contact: www.psa.org.au / 1300 369 772 (toll free) or 8272 1211 / sa.branch@psa.org.au

## Introduction

The South Australian Allied Health Professional Associations Workplace Wellbeing Consortium was formed in 2019 with a strong belief that workplace wellbeing is important and together as a group we could make a difference. We could make a difference to individual allied health practitioners, but we could make also make a difference by encouraging allied health practices to strive to be a 'healthy workplace'.

To help support allied health practices two key supporting resources have been developed.

- Workplace Wellbeing Guide for Allied Health Practices which guides the allied health practice owner to build your smartest business strategy – your own health and wellbeing. This guide provides information and advice on how practises can create a culture of health, safety, and wellbeing. Request a copy from your professional association.
- 3 Simple Tools To Help Your Allied Heath Practice Build Workplace Wellbeing which provides easy actionable tools that you can follow to support your allied health practice strive to be a 'healthy workplace'. These include a checklist, a pledge and a 31-day wellbeing challenge.

#### What is a healthy workplace?

#### A healthy workplace:

- is where everyone who works in the organisation, whatever their role, collaborate to continually improve the health, safety and wellbeing of all employees
- takes into consideration the impacts that the work environment (culture and physical environment)
   and the type of work undertaken has on the health of individual employees
- prevents harm by identifying risk factors and take appropriate action to minimise their impact on staff
- promotes a positive culture which builds resilience, protects the wellbeing of staff, is respectful
  of diversity and free from discrimination and harassment
- provides support for staff to make healthy lifestyle choices
- considers the mental and physical health of their staff



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# TOOL ONE

HEALTH AND WELLBEING PROGRAM CHECKLIST

# Checklist for your allied health practice health and wellbeing program

If your allied health practice has more than 10 staff members you may want to take on a more planned and structured workplace wellbeing program. The benefit of incorporating a program into your practice, rather than a one-off, ad-hoc activity is that it will yield larger results not only for your team's health and wellbeing, but for your practice in general.

Follow this step-by-step guide, which is modified from the Healthy Workers Healthy Futures Toolkit designed by SA Health.



## **STEP ONE: Getting started**

You have to start somewhere, right? If you don't plan then you are planning to fail, so here are the steps to get your planning process started – take the leap for your practice success.

As an owner openly endorse the program
Propose the idea of a program to your staff and ask for their involvement
Consider your resources (financial, human and environmental)





## **STEP TWO: Needs assessment**

Reflect on the challenges

Celebrate your successes

Discuss program improvements

A needs assessment is a way to review your workplace needs and gaps. You should aim to fir	١d
out what your staff interests are, how you may influence the physical space and infrastructur	e,
and review your culture and other practice strategies.	

and review your culture and other practice strategies.		
	Download the SA Healthy Workers Audit Tool from www.sahealth.sa.gov.au/healthyworkers	
	Complete the audit tool to review your physical space, policies, culture and programs for your employees	
	Ask your staff what their health and wellbeing priorities are – at a staff meeting or in individual discussion	
	Collect any WorkCover or sick leave information	
	Based on the above information, list your workplace health and wellbeing priorities	
-5 		
STEP	THREE: Action	
	Complete an action plan including the activities your business will undertake  – it's best to include an activity for your staff, the physical space and the culture/policy	
	Include who, what, when and how you will evaluate success in your action plan	
	Promote your selected activities with your staff	
	Get down to action	
STEP	FOUR: Monitor and review	
	't need to be a rocket scientist to know if something you've done in your allied health practice has It is useful however, to consider these steps:	
	Seek ongoing feedback from staff	



## What is a pledge?

A pledge demonstrates your commitment as business, to providing a mentally and physically healthy workplace and provides the opportunity for your workers to do the same. Your pledge recognises that your business understands and agrees to certain principles which have been demonstrated, by research, to create a healthier workplace.

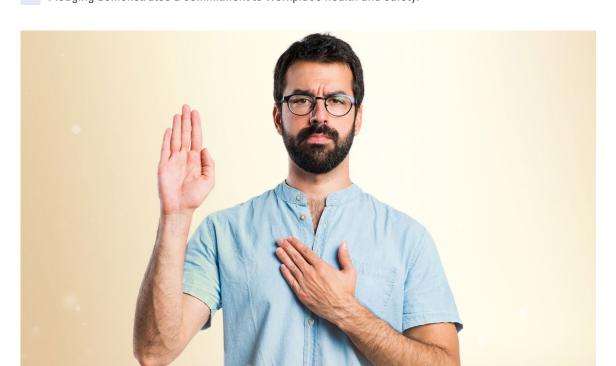
#### What am I pledging towards?

You will be pledging towards a healthy workplace which:

- is where everyone who works in the organisation, whatever their role, collaborate to continually improve the health, safety and wellbeing of all employees
- takes into consideration the impacts that the work environment (culture and physical environment)
   and the type of work undertaken has on the health of individual employees
- prevents harm by identifying risk factors and take appropriate action to minimise their impact on staff
- promotes a positive culture which builds resilience, protects the wellbeing of staff, is respectful of diversity and free from discrimination and harassment
- provides support for staff to make healthy lifestyle choices
- considers the mental and physical health of their workers

### Why pledge?

- Now more than ever, we need to protect and promote the health and wellbeing of our teams.
- Making a commitment (such as a pledge) can promote lasting change for the health and wellbeing
  of allied health professionals and their teams in the workplace.
- Pledging is free but signifies a strong commitment from your organisation, however big or small.
- Pledging demonstrates a commitment to workplace health and safety.



#### The benefits of joining a healthy workplace pledge

By investing in workplace health and wellbeing, you can:

- Create a workplace where your staff thrive and not just survive.
- Improve employee performance and productivity.
- Gain your team's trust and form a strong culture.
- Boost your finances by reduced costs associated with absenteeism, presenteeism, workplace injuries and staff turnover.
- Attract the best talent (and keep them).

#### How to pledge

- Print out the pledge on page 11
- Have a conversation with practice owners, practice managers and your team about the pledge.
- If required, you can modify the pledge template on page 11 as it is an editable pdf.
- Once there is commitment to work toward the pledge print a copy and sign the pledge (you may to get your team to sign as well).
- Publicise, celebrate, display, and demonstrate your commitment by:
  - Displaying a framed version in a prominent position in your practice,
  - Adding a copy of your pledge to your website,
  - Email a copy to your professional association so they can celebrate with you.
- Review your pledge yearly, as staff may change, and it is a good reminder in keeping workplace health and safety on the agenda.



## **The Healthy Workplace Pledge**

DATE:



## How this challenge contributes

## to a workplace wellbeing?

This tool has been designed to help your practice promote the importance of positive mental health at work and to help encourage the wellbeing of your team. The focus is about self-care and finding ways to make physical and mental health a bigger part your employee's lives at work, which may sound like a lot, but these small challenges are simple.

When practices look to integrate mental health in the workplace, one core element is to 'promote the positive'. This 31 day challenge helps your practice to achieve this element by taking a proactive and positive approach by supporting and encouraging employees to have good mental health, to build coping strategies and to reduce the stigma of mental health.

#### How to use the 31 Day Challenge

- Print out the 31 Day Challenge participant pack for each of your team (page 14 22)
- Print off the "We're taking the Mind Your Health 31 Day Workplace Challenge poster", put it in your communal workspace. (page 23)
- Instruct everyone to individually cross off each day's challenge if they complete it successfully.
- Have a competition on who has completed the most challenges and celebrate with a prize at the end.
- During the month send reminder emails and share stories or photos across your teams.





**WORKPLACE CHALLENGE** 

31 Day Mental Health Challenge

Participant Pack











## A challenge a day

This 31 Day mental health workplace challenge aims to help your business address mental health at work and to help encourage the wellbeing the of your workers.

The focus is about self-care and finding ways to make physical and mental health a bigger part your employee's lives at work, which may sound like a lot, but these small challenges are simple.

The daily challenge is designated to be one easy task per day, so you will never feel too overwhelmed.

#### Why is mental health important?

Mental health is an integral and essential component to living a healthy, balanced life.

Mental health is a state of well-being in which an individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community.

When an employee has good mental health, they are likely to have clearer thinking, a greater sense of calm or inner peace, positive working relationships and generally better productivity.





#### Tick when complete!

#### 1 Stay in the present

Stress in the workplace can really impact on your day. There are many reasons why we become stressed and while we cannot always control the things that cause stress, we can control how we respond to stress.

Focusing on being grounded and present in the moment can mitigate the impact of stress. This can be simple as taking a pause with a few deep breaths or by choosing to bring mindful awareness to one thing in your workspace and focusing on it for a moment. By looking at its colour, texture, how it feels, how it works and what you use it for brings you back to the present.

## Take a break in nature

At one point in the day leave your workstation and take in some nature. Take a walk around the block, to a coffee shop or find a nearby park or green area.

Taking a moment to reconnect with nature whether that be looking into the sky or in a park, helps us clear our mind and center ourselves again. But make sure you don't take your phones or anything that will distract you.

## Tell someone you're grateful

When we become overwhelmed, we can easily fall in to negative thoughts and not be positive or grateful for what is around us. Research shows that by being grateful we not only feel better, but we become more creative, have healthier working relationships and deliver quality work.

Take the time today to tell a work colleague what you are grateful for about them, how they make your day easier or happier and help them take the take a moment to acknowledge it.

### 4 Joke of the day

Laughter strengthens your immune system, lifts your mood and protects you from the damaging effects of stress. Get everyone to share a joke. Make sure it is clean and respectful of the group but most importantly it has to be funny.

"Why did the mushroom go to the dance?" - He wanted to be a fungi.

#### 57 Shared workplace lunch

Extend your shared morning or afternoon tea to a full lunch break. Get everyone to step away from their desks and get together around the lunch table or board room and have lunch together. By sharing a meal together, we not only

By sharing a meal together, we not only encourage connectivity but community with the team.





#### Tick when complete!

### 6 Listen to your favourite music

Make a music playlist with everyone in the workplace's go-to "Feel Good" songs on it. Set up some speakers and let it play!

This will build social cohesion within your workplace as you learn more about your coworkers and enjoy the music. The alternative is to play your own favorite songs and let the music take you to a happy place.

## **7** Go for a walk

Just 20 minutes of increased activity will help your mind and body refocus for the afternoon.

Encourage other workers to join you and leave their workstation and go for a lunchtime walk. Be SunSmart and take some water on a hot day.

## **8** One-minute breathing

Close your eyes and count to five breathing in and count to five breathing out. Concentrate on your lungs expanding and contracting and try not to think about anything else.

If thoughts come into your head, acknowledge and dismiss them. Then bring your focus back to your breathing. Set a timer and do this for one minute. It will not only destress you but will reenergise your mind.

## Catch up with a colleague over lunch

Log out, pack your picnic rug and head outside for lunch! Get out of the office and take in some fresh air and vitamin D.

Take your colleagues and use this as a chance to chat about something other than work.



### 10 Get more active today

How did you get to work? Considering tomorrow to use your daily commute as a chance to get some exercise. If you catch the bus, get off a few stops earlier and walk.

If you drive, park your car a few more blocks away and walk that bit extra to the office. Think about how you can increase your exercise at work. Take the stairs and avoid the elevator for the day!

### 117 Leave work at work

Once you leave the office you are done with work for the day, switch off the work phone, get in the door at home, change your clothes and just relax.

If you want to have a laugh find a comedy show on TV and make it your goal to laugh tonight. Don't check your work emails!



#### Tick when complete!

## 12 Clean your desk

Clutter can cause stress by bombarding our minds with excessive stimuli, causing our senses to work overtime on stimuli that aren't necessary or important, it distracts us by drawing our attention away from what our focus should be on.

Clutter constantly signals to our brains that our work is never done and clutter frustrates us by preventing us from locating what we need quickly. (e.g. files and paperwork lost in the "pile" or keys swallowed up by the clutter). Clean your desk today.

### 13 Just drink water today

Water is so essential to our bodies. Drinking water helps to increase energy, lessens burden the on kidneys and liver by flushing out waste products and helps regulate body temperature.

Drinking enough water during the day will reduce the risks of headaches at work, getting sore dry eyes and feeling fatigued.

To find out more about the importance of water click <u>here</u>.

## 14 Celebrate you

Take a moment to celebrate all of your achievements. Not sure what they are? Get together with a work friend or your partner and list five personal and professional achievements you have done. It is not often that we take the time to reflect on ourselves, so this may be a challenging challenge, but well worth the time for you to celebrate you.

#### | 15<sup>7</sup> Practice mindful listening

When our colleagues are talking to us our minds wander and we're often thinking of an answer before they have finished what they are saying.

Mindful listening is about stopping that and clearing your mind to only listen to what they are saying – it sends the message "I hear you, I see you and what you say matters to me."

Don't get distracted by what you need to do next or when your next meeting is, just stay present. This will help you absorb more information but also improve your relationships.

#### 16 Practice good sleep hygiene

Getting enough sleep, and the right type of sleep, is vital for our overall health and wellbeing.

While you sleep, your body works to support healthy brain function and maintain your physical health.

Not getting enough sleep affects the way you feel, think, work, learn and get along with other people, so practice some good sleep hygiene tonight.

'Sleep hygiene' means habits that help you to have a good night's sleep. Go to bed when you're are tired, avoid drinking coffee and alcohol too close to bedtime, finish eating at least two hours before your head hits the pillow, keep TVs and iPads out of your bedroom, make your bedroom a haven, turn the lights down as you get into bed., read using a bedside light, try some simple meditation, like closing your eyes for 5–10 minutes and focusing on taking deep, slow breaths or enjoy a warm bath.



#### Tick when complete!

## 17 Visit a mental wellbeing website

Often when we are faced with mental health challenges we don't know where to turn or go to a reputable source. Visit:

- beyondblue.org.au to get the facts about mental wellbeing
- headtohealth.gov.au to find some great digital mental health resources

## 18 Do a full body scan

Take a moment to settle your body into a comfortable seated or reclined position. Begin by taking a full deep breath in and exhale through your nose. Bring your awareness to the top of your head, face, neck, shoulders.

Notice any sensations, movements or places where you are physically holding on to stress. Next move down your arms to your hands, then down your legs from your thighs to your shins and feet.

After completing your full body scan, take a few deep breaths. If you need some help download one of the many free apps such as: *Smiling Mind, Headspace, Buddhify.* 

## 197 Write down 3 things you're grateful for

Gratitude is the emotion you get when you're thankful for someone or something. When you're feeling down, you may find it difficult to think of something, but there's always something you can be grateful for. It may be a good friend, the sunshine, or even just a good book that you're reading.

Today write down three things that made you feel happy or grateful - they can vary from the very simple to the deeply profound. This can be in your phone, in a journal or in a gratitude journaling app.



## Practice a 4-7-8 mindful breathing technique

Start by inhaling for 4 seconds, hold the breath for 7 seconds, and then exhale, for 8 seconds.

This breathing pattern forces the mind and body to focus on, regulating the breath and aims to reduce anxiety.

### 21 Reflect on your values

Make a list of the values that are most important to you.

Mindfully reflecting on your values is the first stage in activating your values at work and at home and living a more meaningful, authentic life.



#### Tick when complete!

### 22 Unplug for a few hours

Turn off the phone, computer and TV for a few hours before bed.

Your mind will start to wind down and you can focus on activities such as reading, stretching or meditating to prepare for a night of deep sleep.

## 23 Help someone

Care about people - reach out and help someone who needs your support.

The more you help others, the more they will want to help you. Love and kindness begets love and kindness. And so on and so forth

Today challenge yourself to help someone.



## Talk openly about how you feel

If you're going through a tough time, give yourself the necessary space and time to hurt, but be open about it.

Talk to those closest to you. Tell them the truth about how you feel. Let them listen.

The simple act of getting things off your chest and into the open is your first step toward feeling good again.

## 25 Connection of food and mental health

Your mood can affect your food choices and your food choices can affect your mood. If you are experiencing symptoms of depression and anxiety like low mood, irritability, lack of motivation and low energy levels, it may be difficult to find the energy and motivation to make healthy food choices.

You may reach out for convenience and comfort foods, or you may find it difficult to eat anything at all. Your challenge today is to aim for a healthy diet to keep your mental health in check.

Choose healthy snack options and over the weekend cook in bulk and freeze left over portions to just heat and eat.

## 26 Start making your own happiness a priority

Your needs matter. If you don't value yourself, look out for yourself, and stick up for yourself, you're sabotaging yourself.

Remember, it IS possible to take care of your own needs while simultaneously caring for those around you. And once your needs are met, you will likely be far more capable of helping those who need you most.



#### Tick when complete!

## 27 Alcohol free day

Many Australians enjoy a drink.

In fact, alcohol is Australia's most widely used social drug. If you're going through a tough time, it can be tempting to use drugs and alcohol as a coping strategy.

However, these are addictive substances that can cause symptoms of depression and/or anxiety or make an existing problem worse, while making recovery much harder.

For healthy men and women, the National Guidelines advise that drinking no more than two standard drinks on any day reduces the lifetime risk of harm from alcohol-related disease or injury and drinking no more than four standard drinks on a single occasion reduces the risk of alcohol-related injury arising from that occasion.

Challenge yourself to be real about your alcohol intake and have an alcohol-free day today.

For more information click here.

### 28 Have a steps challenge

Set a group goal for how many steps you can collectively do in one day. Then download a fitness app or pop on your 'fit bit' and try as a team to reach your

Together you can encourage each other and find reasons to walk together, having conversations along the way.

As with all goals there should be a prize so collectively decide what reward you will receive as a team for reaching your daily goal. Take on the billion steps challenge for a for a longer steps challenge.

Visit the Open Your World Website to register.

#### Listen to mental health podcasts

Fuel your mind today by listening to mental health podcasts that are relatable to what you're going through.

Podcasts have become really popular lately and there are a lot of valuable series to listen to or save for later.

Here a few to search for:

- BeyondBlue
- Not Alone
- Imperfectly Perfect
- Mr Feels a mental health podcast,
- · The anxiety shut in hour
- · The Savvy Psychologist
- Blackdog Institute
- · Lets Talk Rural Mental Health
- · Hooked on Sport

#### 30 Call a close friend you haven't talked to in a while

Losing touch with people is an unfortunate part of life. Especially as you get older and meet more people, it's hard to maintain all of your relationships and when life is so busy you don't feel like you have time.

Connection is crucial for mental wellbeing. The more we can connect with other humans, the better we're going to

Your challenge today is to get in touch with someone, whether it be an old friend, a former colleague a family member and reach out to them and see how they are.



#### Tick when complete!



Your last challenge is to plan for how you can continue to incorporate self-care and prioritise your health and wellbeing. Here are some well researched programs and services to help keep you on your wellbeing journey.

#### BeWellPlan

Throughout this program you will learn different exercises and strategies to build strong and positive levels of mental health and wellbeing. The Be Well Plan was developed by researchers and mental health professionals from the SAHMRI Wellbeing and Resilience Centre and the Órama Institute for Mental Health and Wellbeing at Flinders University in Adelaide, Australia.

#### my Compass

Black Dog Institute have developed my Compass, a free online self-help program for people with mild to moderate depression, anxiety and stress.

#### HeadGear

Also through Black Dog Institute, a free, easy-to-use smartphone app that guides you through a 30-day mental fitness challenge designed to build resilience and wellbeing and prevent things like depression and anxiety.

#### · This way up

Multiple free online courses that are designed to help you identify, understand, and improve psychological difficulties like stress, insomnia, worry, anxiety and depression.

#### Lifeback Tracker

An early intervention app, designed by South Australian Anthony Hart that you can use to help ward off early signs of stress, before they escalate into a more serious mind health challenge.

The Lifeback Tracker helps you measure, track and analyse the results of following the four simple steps to better mind health.

#### Get Healthy

A free, confidential information and telephone based coaching service for South Australians offering expert advice and plenty of motivation to help you eat healthy, get active and manage weight.

#### Head to Health

Head to Health brings together apps, online programs, online forums, and phone services, as well as a range of digital information resources. Whether you are trying to improve your own sense of wellbeing, looking for help with something that is bothering you, or helping someone you care about—Head to Health is a good place to start.



You have finished the 31 Day Mental Health challenge!



# daily challenges

# 31 Day Mental Health Challenge

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Keep it going!





























