



Fine tuning business health and wellbeing

WORKWELL TWO | JULY 2010



Waipuna HOSPICE on the way to Bronze accreditation



Dr Richard Thurlow, Waipuna Hospice chief executive says WorkWell is a great way for employees to be involved in creating a healthier work environment.

Waipuna Hospice joined WorkWell in May 2010 and is already well on the way to WorkWell Bronze Accreditation.

Chief executive, Dr Richard Thurlow, registered the hospice for WorkWell because it aligned with wellness developments already underway.

"We set up a wellness programme a number of years ago, but there's still more we can do," he says.

Waipuna Hospice offers palliative care services to the Western Bay of Plenty community through a 12-bed inpatient

unit, a day care facility and outpatient consultancy. They also provide bereavement counselling, social work and chaplaincy services.

Dr Thurlow says it's important for staff to feel right about their work environment and the way things are done.

"Through WorkWell we can bring staff to the recognition that work isn't just about work, it's also about living well."

"WorkWell gives us an opportunity to brand our programme, an avenue to engage staff and will help us monitor our performance," he says.

Waipuna Hospice staff attended a WorkWell information seminar before getting started on Bronze Standard accreditation.

"WorkWell ticked all the boxes for us and some activities are already underway.

"I've seen similar initiatives work in the United Kingdom and I think it's something that should be implemented around the country," says Dr Thurlow.

If you are interested in joining WorkWell, you can register online at www.workwell.health.nz or call a WorkWell Advisor on 0800 221 555.

Productivity

Healthy employees are three times more productive than unhealthy employees, working an average of 143 effective hours per month compared with 49 hours from employees who are less well.

Sick leave

Workers who report their own health as poor take an average of 18 days sick leave a year, compared to two days a year for those who report themselves to be in good health.

What's inside:

- Seven steps to Bronze
- Understanding employee needs
- Helpful hints to get started
- Mental Health Workshop
- Family Violence Toolkit

www.workwell.health.nz

Toi Te Ora
Public Health Service
BAY OF PLENTY DISTRICT HEALTH BOARD
Serving Bay of Plenty and Lakes Districts

Our Workplace, Our Responsibility

Bronze within reach for any industry

WorkWell Bronze Standard Accreditation involves businesses recognising what they currently have in place and building on those strengths says acting WorkWell Programme Leader, Meghan Cooper.



Acting Programme Leader, Meghan Cooper, says many businesses are well on their way to Bronze accreditation.

“WorkWell is designed to fit with the individual requirements, operations and resources of all businesses,” she says.

Bronze, the first level of achievement in WorkWell, helps ensure the foundations for a successful workplace wellness programme are in place.

“The criteria for Bronze Standard accreditation requires businesses to measure and record the current health profile of their workplace, identify the priority health issues and what they want to achieve.

“From this they are able to set up a comprehensive programme to fit within their own operation and resources,” says Meghan.

Seven easy steps to WorkWell Bronze

1. Secure commitment from senior management.
2. Establish a WorkWell Group to drive the programme forward.
3. Set up or ensure clear procedures for staff consultation and feedback.
4. Complete a review of existing policies, facilities and services and survey staff on their current attitudes, behaviours and interests around health and wellbeing.
5. Develop a one year action plan based around the needs and interests of their workforce.
6. Develop or review an effective induction programme for new employees.
7. Set up or review monitoring procedures around indicators of wellbeing, such as sick leave, turnover, and accident rates.

Free workshops provide support every step of the way

WorkWell provides free workshops in Tauranga, Rotorua and Whakatane to help businesses get started and maintain their commitment to WorkWell.

Solutions Workshop

This workshop focuses on priority health areas including Healthy Eating, Physical Activity, Smokefree, Breastfeeding, Safe Drinking and Drug Free, Mental Health and Wellbeing and Infection Control and Immunisation. Attendees will be able to find out more about developing positive solutions to address specific health areas.

Information Seminar

Designed for business owners, managers and HR advisors, workshop attendees

will gain a broader understanding of the importance of health in the workplace, the WorkWell system and accreditation.

Provider Workshop

Specifically for professional service providers of workplace wellness related services, attendees will gain an overview and understanding of WorkWell Accreditation and how WorkWell partnerships work.

WorkWell Prepare

This workshop will equip your WorkWell Leader with the necessary skills and knowledge to undertake Step 1-3 of the WorkWell Leader and Group Manual. Topics covered include developing a functioning WorkWell Group, gathering

relevant baseline data and carrying out analysis to identify priority health areas. The workshop provides a great opportunity to network with other WorkWell Leaders.

WorkWell Action & Advance

This workshop is for WorkWell Leaders who have already completed some level of workplace surveys and are ready to develop actions! WorkWell Leaders will be equipped with the necessary skills and knowledge to undertake Steps 4-7 of the WorkWell Leader and Group Manual including developing a robust action and evaluation plan, submitting your portfolios for accreditation and positively influencing the health and wellbeing of your employees.

See our calendar on the back page for upcoming workshop dates.

Register online at www.workwell.health.nz or call 0800 221 555

More businesses improving employee health and wellbeing

WorkWell has been proving popular with businesses of all sizes, in a wide variety of industries and locations.

Toi Te Ora - Public Health Service Regional Manager, Graeme Savage, says it's fantastic to see such enthusiasm and support for WorkWell from people in the Bay of Plenty and

Lakes District.

"These businesses have made a great start and we look forward to sharing future successes with them," he says.

A big welcome to our new members

3P Learning Ltd

3P Learning is the publishing team behind Mathletics, a mathematics e-learning programme that has become the world's most used educational website. It is also the team behind the world's largest educational event – World Maths Day. Their mission is to engage every student every day with a personalised, responsive, intelligent, and challenging learning resource that inspires a delight in mathematics and an innate drive to better results.

Priority One Western Bay of Plenty Incorporated

Priority One is the Western Bay of Plenty region's economic development organisation, established in 2001 by the Tauranga and Western Bay Of Plenty business community in partnership with local BOP authorities. Priority One actively encourages Bay of Plenty businesses to grow by the removal of roadblocks, ensuring the skills and experience required by industry are available locally, and active targeting of offshore businesses into the Western Bay of Plenty market.

QE Health Rotorua

QE Health is a highly specialised treatment centre for people with rheumatism, arthritis and other disorders involving movement. The centre combines modern investigation and treatment facilities with traditional spa cures. Working in partnership with a team of health professionals, their patients achieve maximum physical, psychological and social independence. QE Health is a fully accredited hospital with The New Zealand Council on Health Care Standards.

TradeSkills Ltd

TradeSkills is an established market leader in the property improvement industry with over 350 professional tradespeople available in 17 regions New Zealand wide. Services cover all aspects of property maintenance, repairs and renovations from carefully vetted professional tradesmen, service providers and products.

Te Whare Hauora O Ngongotaha Trust

Te Whare Hauora o Ngongotaha is a community wellness centre situated in Ngongotaha Village. The centre caters for people of all ages Maori and non-Maori. Services provided include mirimiri (massage), Koroua / Kuia Support Services day programme, mental health work training / facilitation day programme, GP service Thursdays (11am to 12 noon), and the mental health "Like Minds, Like Mine" programme.

Founding members acknowledged

WorkWell is very appreciative of the continued support of the five founding members – Bakels Edible Oils, Satara Co-operative Group, Te Puke High School, Te Runanga O Ngati Pikiao Trust and Whakatane District Council and has presented each organisation with a founding member certificate.

Satara health and safety officer, Angela Healy and Te Puke High School principal, Alan Liddle with Toi Te Ora's regional manager, Graeme Savage at the Tauranga launch of WorkWell in April. Photo courtesy of Sun Media.



Helpful hints

The initial steps of WorkWell are vital because good planning builds the foundation for success. All the tools, resources and support required for businesses to achieve WorkWell Accreditation are in place, but where do you start?

It's recommended that interested businesses attend an 'Introducing WorkWell Information Seminar' in the first instance. Businesses can find out more information and register for a seminar on the WorkWell website.

Gaining senior management commitment

WorkWell Advisors are available to give an overview presentation about WorkWell for management teams of any workplace within the Bay of Plenty and Lakes District Health Board regions.

"A business case might help you gain senior management commitment. Let the management team at your workplace know some realistic projections around what you are already spending on wellness and what you could save from making improvements in this area. Our WorkWell Advisors can help out with this".

WorkWell Advisor Meghan Cooper.

Identifying a WorkWell Leader

The role of the WorkWell Leader is to initiate the early stages of WorkWell, ensure full and ongoing commitment of the senior management team and to provide leadership to the WorkWell Group.

"When electing a WorkWell Leader, it is a good idea to choose someone your other workers can relate to. You don't need to select the healthiest, most active employee – in fact, it is often recommended that you avoid that for this very reason."

WorkWell Advisor Nathaniel Walker.

Establishing a WorkWell Group

This group can be created from scratch or added to an existing committee like health and safety. They make things happen, like ensuring that the initiatives delivered reflect the needs of employees throughout the organisation.

"The size of your WorkWell Group will depend on the size of your organisation, but we recommend between 5 and 10 people. Less than that and it might not be representative of your wider workforce; more than that and it could be difficult to make decisions and progress your programme."

WorkWell Advisor Michelle Barns.

Understanding employee needs

Many factors within the workplace can impact on an employee's health and wellbeing.

Assessing and understanding employee needs is an essential part of the process. For WorkWell to be successful, it has to reflect what employees themselves consider important.

Register with WorkWell at www.workwell.health.nz and download tools and resources to help you identify your employee needs.

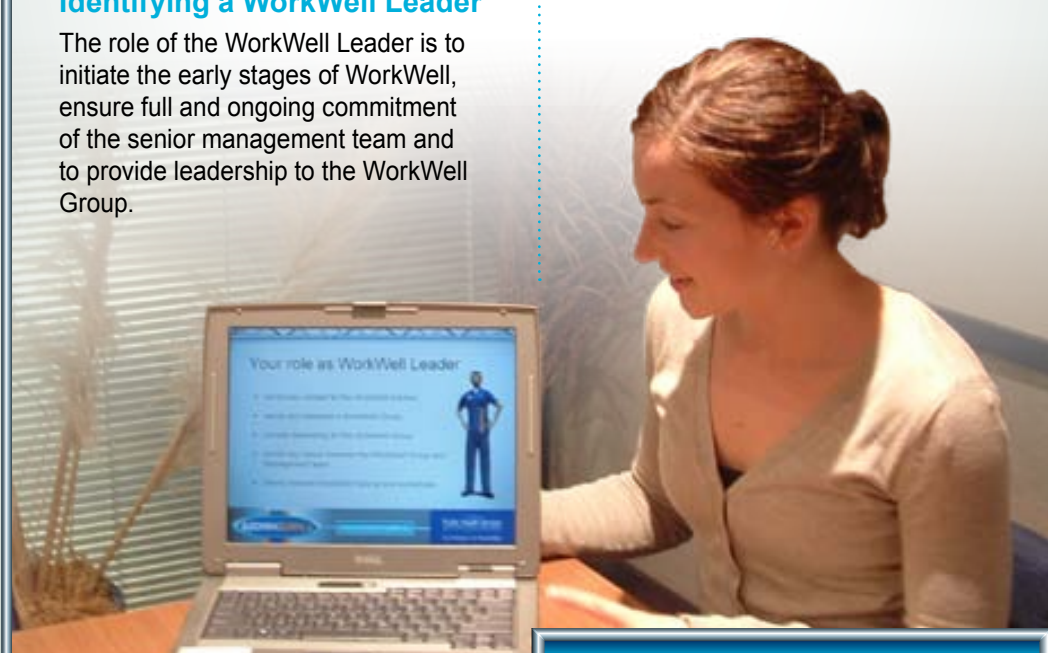
Trust recommends early employee involvement

Lauren James, Health Manager for Te Runanga O Ngati Pikiao Trust says the key to employee involvement is to ensure employees are involved in the process right from the beginning to the end.

"As well as myself we've staff members from different areas involved and each one of them is involved in ensuring that their colleagues are involved.

"They develop the policies, they agree the policies, they are involved in decision making," says Lauren.

Lauren James, Health Manager for Te Runanga O Ngati Pikiao Trust says all 23 employees are involved in WorkWell.



Employees who feel good function well

Helping employees to feel good and function well, both at work and when they go home, leads to more engaged staff who are happier and more motivated in their work environment.

Good mental health is a recognised requirement for good physical health, and a vital part of overall wellbeing.

- Addressing work related stress can, in turn, help reduce the occurrence of depression and anxiety, staff turnover, absence from work, and

litigation, and can improve the overall performance of your workforce.

- Reducing fatigue and other outcomes of stress and poor mental health can reduce the likelihood of work accidents.



The Mental Health Foundation's vision is to create workplaces that promote wellbeing, value diversity, and recognise and build on people's strengths.

The Foundation promotes five effective actions to help employees and individuals around them flourish:

Connect

Develop strong and supportive relationships between your employees; implement team building activities and encourage unity through the promotion of common goals.

Be Active

Encourage employees to engage in regular physical activity that they find enjoyable; support them in the set up of work social sports teams.

Take Notice

Ensure the physical set up of your work environment is as pleasant and dynamic as possible; creating an environment which helps employees to pause and be

mindful of their immediate experience. Encouraging employees to take regular breaks to go outside and appreciate their surroundings can help facilitate this.

Keep Learning

Encourage employees to develop themselves in a professional capacity and to pursue their own interests; support their attendance at training where this is relevant to their work role, career development or wellbeing.

Give

Link your organisation with a local charity or community group and offer support relating to the work you do or product you produce.

Encouraging employees in these actions leads to more engaged staff who are happier and more motivated in their work environment.

Family violence in the workforce

Work and Income and Tauranga Safe City have put together a toolkit to help recognise and respond to family violence situations in the workforce. The toolkit, available free to employers, includes:

- A user guide
- Fact sheets (including What is Family Violence?; Impacts on the Workplace; Family Violence and the Law; and Developing Supportive Workplace Policies, Practices and Programmes)
- A directory of services and resources in the local community
- An example policy, safety plan and helpful messages
- A 6 week challenge checklist
- A power point presentation

With assistance and input from the Ministry of Social Development, Rotorua Family Violence Prevention Network and Waiariki Women's Refuge, the resource has also been localised for the Rotorua region. The toolkit is also available with resources and services specific to Taupo and Turangi, and the Eastern Bay of Plenty.

For a copy of this toolkit, contact Danielle Caudwell, Te Waiariki Pura Trust, Phone (07) 3485051, Email terito@twptnz.org.

Danielle can also provide other resources and be a point of contact for referral to other agencies who can help around family violence.

Mental Wellbeing Workshop - Coming up in July

The WorkWell team will be linking up with the Mental Health Foundation of New Zealand and other providers to bring you the first WorkWell Solutions Workshop.

Come along and find out what your workplace can do to help employees optimise their mental wellbeing.

Register online at www.workwell.health.nz
or call 0800 221 555

What's new online

Check out the WorkWell website. It's updated regularly with information and links to help members enhance their workplace wellness.

New links

- The Mental Health Foundation's free publication 'Looking to the Future: Information and choices for older people'; a document that aims to ensure older people make an informed choice about continuing employment.
- Sport Bay of Plenty's calendar of events and e-newsletter to stay up-to-date with physical activity and recreation opportunities in the bay.

Coming soon

- The provider directory will be up and running in the near future, and with a wide variety of providers getting involved, this will be a very useful area for WorkWell businesses to gain information and assistance!
- Keep an eye out for the Infection Control and Immunisation Toolkit, soon to be added to the Tool Shed section under WorkWell Solutions.

Upcoming Events

26 July – 1 August	Maori Language Week
28 July	WorkWell Solution Workshop (Tauranga & Rotorua)
1 August – 7 August	International Breastfeeding Week
3 August	Introducing WorkWell Information Seminar (Whakatane)
	WorkWell Provider Workshop (Whakatane)
11 August	Introducing WorkWell Information Seminar (Rotorua)
	WorkWell Provider Workshop (Rotorua)
19 August	Introducing WorkWell Information Seminar (Tauranga)
	WorkWell Provider Workshop (Tauranga)

Register online at www.workwell.health.nz for access to our free workshops and support and advice from a WorkWell Advisor.

Breastfeeding in the workplace

Under the 'Employment Relations (Breaks, Infant Feeding, and Other Matters) Amendment Act 2008', employers must ensure that, so far as is reasonable and practicable in the circumstances:

- Appropriate facilities are provided in the workplace for an employee who is breastfeeding and who wishes to breastfeed in the workplace.
- Appropriate breaks are provided to an employee who is breastfeeding and wishes to breastfeed during a work period.

Employers can support breastfeeding employees by providing four simple things: good communication, time, space and support.

For more information on breastfeeding in the workplace go to www.workwell.health.nz



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