Healthier Work.



2023 Edition

# Great ideas from Healthier Workplaces



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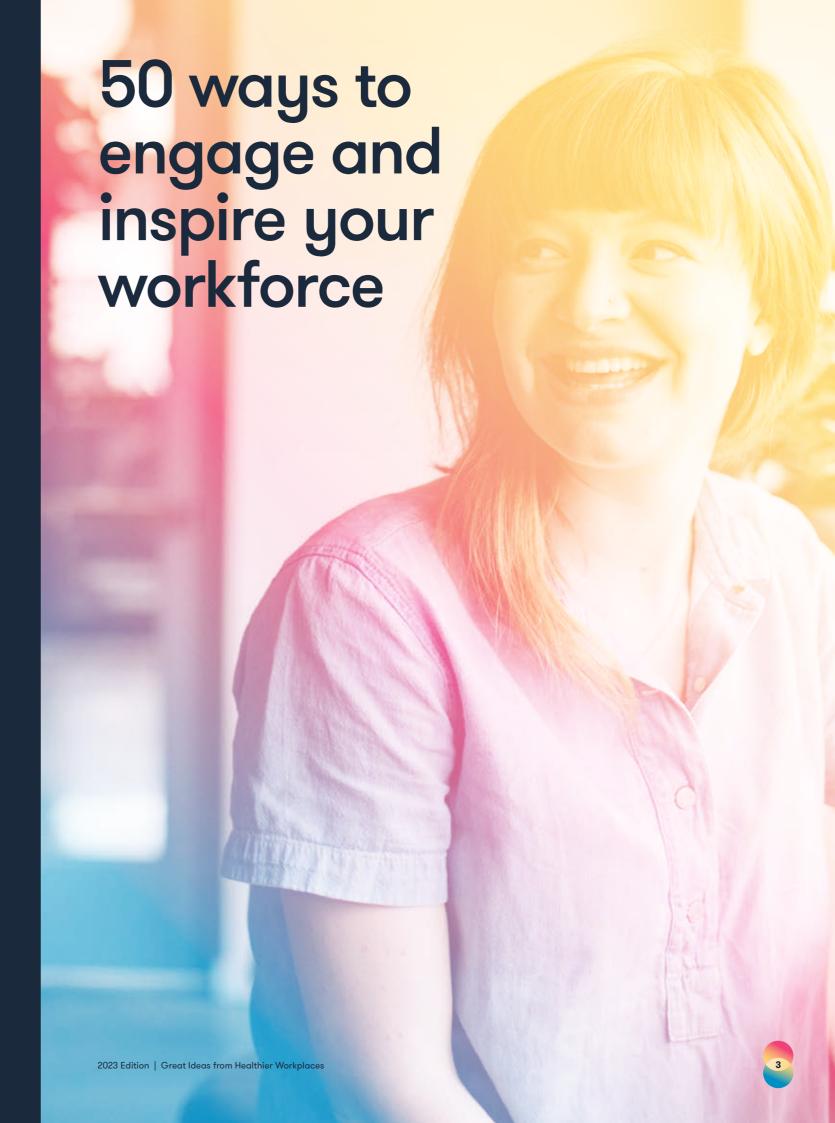
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# Daily whole team lunch break with no interruptions





Every day without fail, between 1-2pm, The Healthy Eating Clinic closes their office for lunch. The phone goes on the answering machine with a little message saying that they prioritise a healthy lunch and break and let people know they'll get back to them after lunch. The doors are locked!

The idea is that the day is busy with back-to-back clients, so this ensures that everyone takes a proper break, and they get time to eat, chill, walk, chat, whatever they want. They have been doing this for over 6 years now. The team love lunchtimes, it's their social time with lots of water cooler chats about clients and life.

The Healthy Eating Clinic are at the Recognised level.

#### 2.

# Electric bike for short work trips





Barmco Mana McMurray Engineering have an electric bike on site for employees to use to visit clients that are close to the office.

It's a great way for staff to get exercise while working and is a more environmentally friendly option than driving.

Barmco Mana McMurray are at the Platinum+ Level.



## Spring Vegetable Seedling Swap





AMA Projects host a seedling swap in springtime, just in time to plant after the last frost in September. They sow herbs and vegetables over the first few weekends of August to trade and gift in the office. For those new to gardening, they hand out instruction cards with details on how best to raise seedlings into fully mature plants.

Gardening is a fun and cheap hobby to start, combining physical activity with relaxing outdoors. It also provides the opportunity to grow your own food and reap all the benefits fresh produce has to offer. Some of the seedling's AMA are trying out this season include Dill, Chives, Tarragon, Marjoram and Cumin.

AMA Projects are at the Platinum Level.

4.

#### **Colleague Support Network**





The Colleague Support Network at Icon Water is made up of volunteers from across the business who are passionate about creating and supporting a healthy and inclusive workplace. Many of the members have life experiences and stories of their own that have led them to want to give back to the Icon Water community and support others who might be experiencing challenges.

Network members are supported by the Health and Wellbeing Business Partner to undertake training in a range of health, wellbeing, equity and inclusion fields so that they can provide meaningful advice and support at the local level.

Icon Water are at the Gold Level.



Wellbeing Centre on SharePoint site





TSA Managment have created a Wellbeing Centre on their SharePoint site which is part of their rewards and benefits platform called best4YOU.

The hub was designed to support and reward staff for everything they do. As well as discounts, it also provides a Wellbeing Centre. Under each banner of Move, Munch, Money and Mind there are videos, articles, recipes and audios that staff can access to use.

TSA Management are at the Platinum+ Level.

6.

# Online trivia with office and remote staff





The Centre for Invasive Species Solutions afternoon online trivia consists of 3 rounds of 10 questions, and everyone participates online, so that both on-site and off-site staff can join. They rotate the host so that everyone gets a turn to lead, and sometimes a round has a theme.

The hosts can make it as engaging as they like through slides/ a theme or just have a round of questions. At one stage they were adding up scores and having an overall winner of the 4 rounds (during Covid) but these days they are more relaxed. They find it's a good opportunity for staff to interact and have a laugh!

The Centre for Invasive Species Solutions are at the Silver Level.



#### **Hidden Talent's Exhibition**







At DJAS, they hold morning tea "Show and Tell" sessions to learn more about what inspires each employee and how they get creative outside of work. Through this, they have discovered that their team is made up of make-up artists, cross-stitchers, embroiderers, boulderers, photographers, caravan renovators and more!

They have a staff morning tea every day, which has been a part of their culture for 40 years, and once a week they take some time out to hear about each other's passions. Staff have realised they have more in common than they thought and it's a fantastic way to bond new team members and helps assimilate new people into an established culture.

DJAS Architecture are at the Silver Level.

8.

#### **Employee Wellness Day**





Canberra Labor Club offered wellness kits for each venue full of healthy fruits, various herbal teas, hot chocolates, cereals, fruit cups, a range of very useful health and wellbeing resources from their EAP, gym vouchers for Club Lime, hand creams and sanitisers.

They also had their client manager from HostPlus Super come into each venue to be available for staff to meet to discuss anything related to super. A super health check!

Canberra Labor Club are at the Platinum+ Level.

Q

## **Mindful Mondays**





Capital Chemist Wanniassa have a list of mindfulness activities that can be done in a short amount of time that is kept in the staff room which is updated each month.

It allows staff members to pick an activity to do during their 10-minute rest period to focus on if they want to. They have mindfulness colouring, gratitude prompts, something called the name game (identify three things you can see, two you can hear and one you can feel) just to name a few!

Capital Chemist Wanniassa are at the Platinum+ Level.

10.

#### **Health Check Service**





Canberra Institute of Technology provide a complimentary Health Check service to all staff members, thanks to their Diploma of Nursing students. Their Health Check includes the following assessments, blood pressure, blood glucose, heart rate, breathing rate, SpO2 (blood oxygen levels), temperature and pain score assessment.

While they recognise that this initiative is unique to their college due to the availability of in-house nursing students, they believe that there are alternative avenues for other businesses to offer a similar program such as partnering with local pharmacies or incorporating these health checks during annual flu vaccination campaigns!

CIT are at the Platinum+ Level.



#### **Find Your Flow**



# netier.

Netier created a survey called "Find your Flow", asking all staff what techniques they used to find their focus mode/flow state. From this data, they were able to create a QR Code which had links to various meditations, yoga, mindfulness practices and a large number of deep focus music & music they wanted to share with one another. This then stemmed into a shared channel on their internal communications where they all share daily new music and connect as music was the majority that won people's flow state!

They say it's been really nice to know how many other people love music for getting into such a great headspace!

Netier are at the Platinum+ Level.



# Healthy lunches provided for staff





Moulis Legal have introduced healthier work lunches 3 days a week as an employee benefit and to increase conversation and collaboration within the office.

They say it has been a huge success with everyone very thankful for the mixture of tasty hot and cold lunches provided. On Tuesdays they provide sushi, on Wednesdays a mixture of wraps, rice paper rolls and sandwiches and on Thursdays a healthy hot meal.

Moulis Legal are at the Platinum+ Level.

# Wasgij puzzles in the lunchroom



BAL Genuine leadership in law

One way to encourage staff to take a break at BAL Lawyers is the large jigsaw puzzle in the communal lounge. The puzzle is a great meditation tool and stress reliever. It allows colleagues to bond and work together for a few minutes while having a cup of tea or for a lunch break to disconnect from the demands of everyday life.

"We started this concept in mid-2022 with landscape puzzles, but this became too easy, and staff completed these in a few days. We then had to purchase larger 'Wasgij' puzzles, where staff must use their imagination as the puzzle is not the picture on the box, but rather an evolution of this image.' - Stacy Cave, HR Manager

BAL Lawyers are at the Platinum+ Level.

14.

# Introduction of a 9-day fortnight





Nexus Human Services introduced the opportunity for their staff to have an option to do a 9-day fortnight in April 2023. The company has looked into this to introduce this major workplace change as a healthier work initiative with hopes to aid work-life balance for employees. Salaries have remained at 100% of their current state however, working hours have been reduced to 90% of the original load.

The 9-day fortnight has shown positive impacts which includes productivity, employee satisfaction, a better work-life balance and improved wellbeing for staff.

Nexus Human Services are at the Platinum+ Level.



## Wellness fund for projects





OCRT has a 'Wellbeing Fund' for each project manager.

The manager is able to use this fund to hold regular catch ups and activities with their staff to promote wellbeing and positive team dynamics.

OCRT Consulting are at the Gold Level.









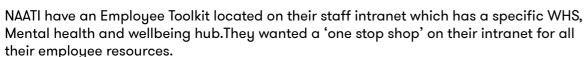
Sententia Consulting recently moved to a new office in Barton. Although they are a dispersed workforce, they always come together as a team once a fortnight.

Following their first team meeting in the new office, their social club organised a walking tour of all of the cafes and restaurants in the area, prior to stopping for a team dinner.

Sententia Consulting are at the Recognised Level.

## **Employee toolkit**





Staff can access EAP information, relevant policies, plus a variety of resources and information flyers. There is also a 'how to' section giving information about updating personal details, submitting flex sheets, traveling for work, acknowledgement of country just to name a few.

NAATI are at the Platinum+ Level.

18.

# Art and craft on staff intranet



**Employee Toolkit** 

All the information you need as a NAATI employee

# evoenergy

Originally, Evoenergy planned to have their social art and craft exhibition during lunch breaks and have the exhibition inhouse. However, due to most people working from home they ended up doing an online exhibition on their company intranet.

They sent out articles on the exhibition every week when new batches of arts were ready to be displayed. Although it was a digital exhibition, they had a very good response from the employees, with the activity ending up having one of the best participation rates to date.

Evoenergy are at the Gold Level.



### Orientation peers





Canberra Labor Club introduced their Peers Orientation Initiative after consulting with their staff about how to introduce new team members so that they felt welcomed, comfortable and confident as they began their journey. All new team members undertake an induction with HR and then are introduced to the Customer Service Manager who conducts the Orientation with senior staff in each department.

The orientation provides the new team member with great introductions to people in the team, to the tasks they will be performing and also provides them with opportunities to ask questions along the way. Canberra Labor Club have found that it is empowering for new staff and is a great initiative that supports rising leaders.

Canberra Labor Club are at the Platinum+ Level.

20.

#### Weekly health challenges





AMA Projects has launched a new initiative in which they set weekly challenges that their staff can try out with the support of the rest of the team. The weekly challenges incorporate physical challenges to get their bodies moving; food challenges to embrace healthier eating and drinking habits; wellbeing challenges to practice mindfulness and improve sleep hygiene; and creative challenges to promote learning and development.

One of the weekly challenges was to practice gratitude by writing down one thing staff were grateful for each day. Whether that be that first morning coffee, the run of green lights on the way home from work, or the treats that their co-worker baked overnight to share.

AMA Projects are at the Platinum Level.

## Clothing swap



# **ActewAGL**

ActewAGL Retail held a clothing swap to reduce textile waste and the carbon footprint associated with fast fashion, to foster a sense of community by connecting with colleagues by celebrating the diverse tastes and unique fashion choices, and to save staff money by revitalizing their work outfits without spending a dime!

They asked staff to gather garments that no longer sparked joy, drop them off at their designated collection points, and explore the treasure trove of pre-loved attire brought in from other staff members, and then take home their newfound fashion gems! All items that remained after the event were donated to a local charity organisation.

ActewAGL Retail are at the Platinum+ Level.

22.

#### Community service leave





Staff at the National Archives of Australia are encouraged to utilise Community Service leave to undertake volunteer work in the community. As set out in the National Archives of Australia's Enterprise Agreement, staff have access to Volunteers Leave as `one paid day per calendar year to employees to undertake charitable or community-based work'.

It is intended that this leave will be for the purposes of assisting charitable, not for profit or other community-based organisations (e.g., Meals on Wheels, Lifeline counselling).

The National Archives of Australia are at the Platinum+ Level.



## **Topical Morning Tea**





Community services #1 hold a morning tea each month focusing on a different topic, where staff are encouraged to dress in an appropriate colour, i.e. blue and/or yellow for cancer council, yellow and/or purple for mental health month, green for allergy awareness/coeliac disease, red for heart health. Remote staff are able to join in via MS Teams and by sending through event photos.

Community Services #1 are at the Platinum Level.

24.

## **Vegetarian Month**





Geoscape implemented a vegetarian month initiative which created awareness about healthy eating. A fruit and veg station was set up for staff to access and aimed to encourage incorporating vegetarian meal choices.

Geoscape are at the Gold Level.

**Lunchtime Pottery** 



# netier.

Netier hosted a clay pottery activity over lunchtime creating pottery with clay, while also answering some fun topics, learning about one another.

Netier are at the Platinum+ Level.

26.

**Axe Throwing** 





TSA Management hosted an axe throwing night followed by a team dinner. The event was a great success with 85% engagement from staff. There was plenty of friendly competition, lots of laughter and enabled offsite staff to catch up with the rest of the team.

TSA Management are at the Platinum+ Level.



**Social Mingle** 





OPCIT have implemented regular group social mingles taking place either monthly or bimonthly, switching between internal and external events. The team also hosts daily card games and morning teas.

OPC IT are at the Platinum+ Level.

28.

Find My Thirty





AeroPM implemented an internal communications channel for physical activity, called Find My Thirty. The program encourages the wider team to get active and share how they incorporated their 30 minutes of exercise into the day.

AeroPM are at the Silver Level.

## **Wellbeing Leave**





Squadron Energy implemented a Bonus week of leave where staff who utilised 4-weeks of annual leave in a 12-month period, are able to access a 5th week of wellbeing leave.

Squadron Energy are at the Gold Level.

30.

#### **Gratitude Channel**





Early Childhood Australia implemented a Thank You channel, where employees can share a personal note of gratitude to someone who has supported and helped them recently.

Early Childhood Australia are at the Platinum+ Level.



# Employee Appreciation Day - joint initiative





National Community Care, National Nursing Agency and National Healthcare Services held an "Employee Appreciation Day" to show their appreciation to their employees (nurses and carers) who have worked tirelessly over the past few years. The day involved inviting all employees to pop into their head office throughout the day to enjoy free massages and food.

They also had Capital Chemist onsite to provide free flu vaccinations, and Hesta there to provide information and answer any questions about superannuation. They provided training sessions on site throughout the day, covering the annual mandatory training all the nurses and carers were required to complete.

National Community Care are at the Platinum + Level.

32.

# **School Holiday Fun**





Canberra Labour Club implemented resources for entertaining children during holiday periods, and provided activities available in Canberra to encourage family time and also assist in relieving worry about how to keep the kids entertained for 6 weeks.

Canberra Labor Club are at the Platinum+ Level.

# After work BBQ and Social Soccer Match





Moulis Legal recently held a family BBQ and social soccer match after work one afternoon.

It was a great opportunity to catch up informally and welcome new starters and their families to the Moulis Legal team in a relaxed environment with no work interruptions!

Moulis Legal are at the Platinum + Level.

34.

Eye tests





The National Archives of Australia has implemented free eye testing to ongoing and non-ongoing employees, as well as reimbursements for corrective lenses, prescribed specifically for screen-based equipment.

National Archives of Australia are at the Platinum+ Level.



#### Auslan and Ukelele lessons



# **■** Parbery

Auslan lessons

Internal training was offered to all of Parbery's people and their families to enable them to broaden their communication skillsets. In line with their community values, they opened it up to families and also to encourage regular interactive practice.

Ukulele lessons

Parbery's people also had the opportunity to learn a new musical instrument in a safe and collaborative way that doubled as a great creative outlet for mental wellbeing.

Parbery are at the Platinum Level.

36.

## Sound Journeys



# netier.

Netier recently did a sound journey. Unlike meditation which requires you to learn a technique and practice, Sound Journeys allow you to drop into a deep state very quickly, with no experience required.

Benefits included relieving anxiety, reducing stress, improving sleep, regenerating the nervous system and heightening clarity. The team thought it was a lovely way to end a long workday and everyone that participated thoroughly enjoyed it.

Netier are at the Platinum+ Level.

## **Boot Camp Program**





Bal Lawyers have had a boot camp program in place for staff since 2006. This has taken place in many forms, from outdoor fitness, to online dance classes during COVID lockdown and more recently by holding two weekly sessions at the Hiit Republic gym in their building. On Mondays, they focus on cardio, and on Thursdays they have a strength class. These sessions help bring their staff together, regardless of fitness levels, and fosters a sense of camaraderie and team spirit. Apart from the physical benefits, the boot camp sessions have had a positive impact on everyone's mental and emotional health.

Bal Lawyers are at the Platinum + Level.

38.

Winter Wellness Packs



# ActewAGL

Each of ActewAGL's workers had a Winter Wellness Pack delivered to their desk that included Hand Sanitiser, Honey and Eucalyptus Drops, Tissues, Lip Balm and a QR Code to book in for a Free Flu Vaccination.

Not only did it bring a smile to everyone's face, but increased the uptake in participation rates for the flu vaccination program and came in handy to keep the bugs away in the winter period!

ActewAGL are at the Platinum+ Level.



#### Wellness Wednesdays





#### The Pharmacy Guild of Australia

The Pharmacy Guild of Australia have implemented Wellness Wednesdays through their Wellbeing Channel on MS Teams. The intention of their Wellness Wednesdays is to share suggestions and inspirational ideas that promote physical activity, nutrition, quality sleep, mindfulness, and mental health.

Sometimes you need a reminder to take a break, to stretch, to breathe, to move, to do something for yourself. By scheduling the space in their week, they hope to encourage each other to be mindful of their own wellbeing more regularly.

Topics they have covered include drinking water, better sleep, parkrun, daily movement, and WFH self-care.

The Pharmacy Guild of Australia are at the Platinum + Level.

40.

# Create a Guide of Healthy Eating Options in your area





AMA Projects collated healthy menu options from local shops around their area into a resource guide. The team focused on providing options that are within walking distance from the office that offer whole food ingredients and balanced nutrition.

Their top suggestions for staff included places that are big on veggies and fruit, lean proteins, and healthy fats. They have also ensured that dietary information is available for each option, so the team can be accommodated if they have food intolerances or follow a vegetarian or vegan based diet. They already have more than 50 menu items on the list for staff to try out!

AMA Projects are at the Platinum Level.

## **Walking Group**





CIT's walking group runs twice a week and includes staff outside of the college which has enabled better communication. To help keep staff motivated to attend, they have also created a dedicated Webex group and have 'walking time' assigned in their calendars.

CIT Centre for Health, Community and Science are at the Platinum+ Level.



## Ping Pong fundraiser





Geoscape had a ping pong tournament to raise money for different charities. Staff wore their favourite sports colours to add to the fun and there was a roster to make sure everyone had the opportunity for a go. The initiative was a great success with 80% of staff participating.

Geoscape are at the Gold Level.



#### Coffee with a mate



# **ActewAGL**

ActewAGL implemented the "Coffee with a mate" initiative, in which everyone received a voucher for a free coffee and were encouraged to ask a work colleague to join them. Even though COVID hijacked the initiative half-way through, staff still remember the initiative. It gave staff the chance to ask someone to get coffee with them and have a chat while they waited.

ActewAGL are at the Platinum + Level.

#### 44.

#### **Staff Bookshelf**





Master Builders ACT staff collectively built and painted a bookshelf as a team project. Staff then brought in books to share with other staff. The idea has grown, with staff leaving book reviews on post-it-notes to further connect with their teammates, another staff member has initiated a book review column in the staff newsletter.

Master Builders Association ACT are at the Platinum Level.

#### **Multicultural Staff Lunch**





Nexus Human Services implemented a multicultural lunch which encourages staff to make or bring food from different cultures to share with each other. It's a great way for staff to engage with each other and to share stories about their background and the food they brought.

Nexus Human Services are at the Platinum+ Level.

46.

Good Vibes Jar





OzHelp implemented a "Good Vibes Jar" to increase positive thinking and give recognition to staff who take part in positive workplace culture. Entries into the jar are read out at Team Meetings to celebrate the individuals and teams mentioned in the entries from the previous fortnight.

OzHelp are at the Gold Level.



## Whole-being Day





Interaction Consulting Group implemented an annual 'whole-being' day where staff can choose to spend the day in any way they choose, with a bonus of \$200 to be spent on that day. Staff share photos on how they spent their day and why it was important to their well-being if they are comfortable to do so.

Interaction Consulting Group are at the Silver Level.



#### Staff Cookbook





CIT staff created a recipe book for each department's lunchroom and provided staff with 2 options on how to get started. Staff were encouraged to provide their favourite recipes to be included in the book for other staff to read and learn more.

CIT, Centre for Health, Community & Science are at the Platinum+ Level.

**Staff Newsletter** 



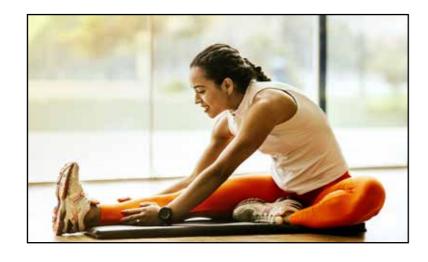
# ama

AMA Projects implemented a staff milestone newsletter and employee recognition program to recognise and encourage staff to reflect on their achievements in the workplace. Three newsletters have been sent out with staff liking the transparency and understanding it provides about other areas of the company that staff may not be exposed to.

AMA Projects are at the Platinum Level.

50.

## Weekly Lunch and Learn

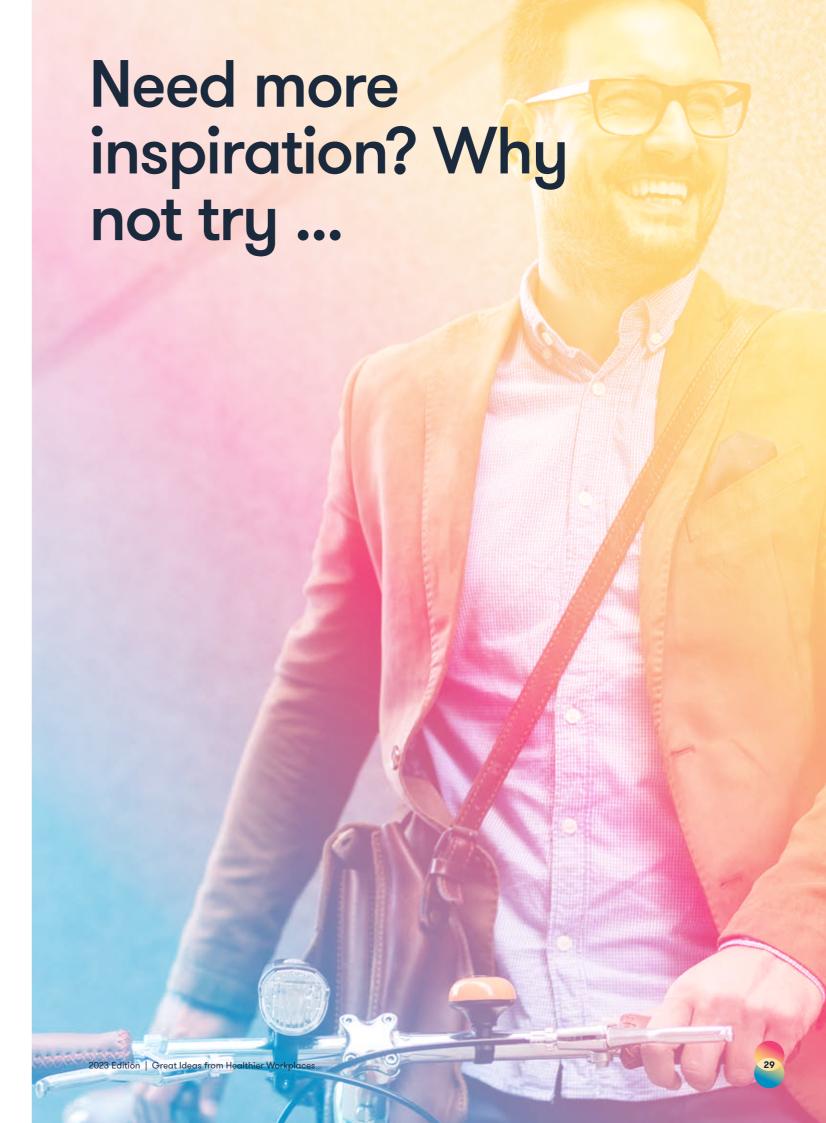




The Pharmacy Guild of Australia

The Pharmacy Guild implemented weekly lunch and learn sessions, which included physical activities, walks, stretching and movement. Staff appreciated the ability to take time out of their day for intentional movement.

The Pharmacy Guild of Australia are at the Platinum + Level.



#### **Sharing failures**

Encourage employees to share their failures. This could be done in a casual end of week meeting on a Friday afternoon.

This will foster an open, supportive environment where employees feel they can learn from their mistakes and have a discussion about the challenges and triumphs they experienced, rather than feeling stressed about it or trying to cover their mistakes up.



2.

## Guessing who - just for fun

Ask staff to bring in a photo of themselves from when they were young and have a designated person to collect them who will either pin them to a shared noticeboard or on the organisations intranet for others to 'guess

This activity will allow staff to share stories from childhood and learn more about each other. Remember to make this activity optional as some people won't feel comfortable sharing a photo.



## Finding out what else your EAP can offer to staff

Most Employee Assistance Programs (EAPs) now offer more than just counselling. Other services offered can include training, at work presentations on different topics, financial advice, resources, referrals, critical incident services, conflict management, coaching, and wellbeing services.

Find out what else your EAP provider offers, and research other providers to find the best fit for your organisation.



#### Self-care checklists

To help staff take care of themselves, you could leave some self-care checklists in the lunchroom. They could be printed out or pinned on a noticeboard for easy access.

Consider creating a checklist for: professional self-care, physical self-care, emotional selfcare, social self-care or spiritual self-care.

You could choose to focus on one, such as professional self-care, and have questions around seeking support, taking proper breaks, accepting stimulating work and balancing life and work, and include a discussion around the questions in a team meeting to echo the messages.



3.

#### Create a bucket list

Ask staff to share what they'd do, add or change in the workplace if there were no barriers (financial, position, location etc).

This activity can help bring out ideas to plan for, highlight areas to give more attention, and staff that may wish to lead projects or initiatives in the future.



6.

### Scavenger hunt

If you have some training to complete with staff, create a scavenger hunt where they can find the information for themselves. For example, if you want your staff to learn and remember safety information such as signs and equipment in the workplace, make a list of clues, put staff into teams and then get them to actively search and find the information. Not only will it make the task more fun, but they will more than likely remember the information more as they have actively participated in the task.



# Create a book swap box (real or virtual)

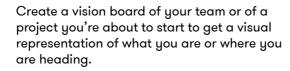
Ask employees to bring in books they have finished reading for a dedicated space in the lunchroom for others to borrow.

Alternately create virtual bookswap where people can share their online books.



8.

#### Team vision board



If you're creating a team board, you could include team photos, awards the team have received, quotes or sayings from your team members, anything that represents you as a team. You could create it in a team building exercise and ask everyone to add something.

If you have a project coming up, you could ask everyone to bring a picture or quote that represents the project. You could use it as a starting point to get ideas rolling!



#### **Daily Brain Teaser**

A little brain teaser, a prompt about a coworker, a riddle, or a question about an obscure bit of history can make an average day an intriguing day. Enjoy a little askand-answer question every day to create a workspace buzzing with brainwaves and good times.



#### 10.

#### Co-Worker Cook Off

Bring out their inner Iron Chefs with a cook-off and let the other employees judge. Give the winner a gift certificate for cooking classes or a new cooking utensil.



11.

#### Workplace clean-up

Consider scheduling a workplace spruce-up at the start of Spring. Get everyone involved by clearing a time or scheduling a time in everyone's workday at the same time. Put some up-beat music on and ask everyone to get involved.

For people in the office, this could look like clearing out old papers, organising draws or dusting desks. For off-site staff this could include cleaning out and re-organising work vehicles, equipment bags or storage areas.

You could also use this time to re-organise shared staff spaces such as a lunchroom. At the end of the clean-up, hold a celebration in the new organised space by having a shared morning or afternoon tea.



12.

### **Dress Up Day**

Tell employees to put their khakis and buttonups aside for the day and dress up in a certain theme. Pajamas? Hawaiian shirts? Whatever it is, make it something people already have in their closets.



#### Wellbeing Calendar

Plan a 2024 year Wellbeing Calendar complete with Wellbeing days, top tips, challenges and helpful ideas to kickstart workplace wellbeing initiatives. Check out,

https://actionforhappiness.org/all-calendars



14.

## Share affirming stories



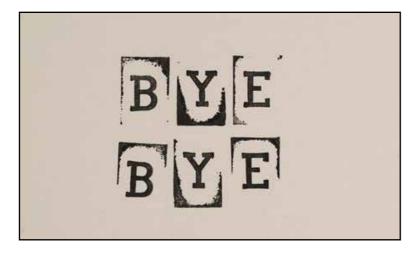
Share a positive story about the work that you do with your colleagues. This could be done in a team meeting where a different person shares a story each week.

By taking the time to talk with your colleagues about your work in a positive way, it will help encourage connections, social belonging and allow everyone's voice and experiences to be heard.

#### 15.

#### Leave loudly

New research by LinkedIn shows "loud leaving" supervisors can help prevent burnout. So, when 5pm rolls around, why not be vocal about it? Especially if you're a manager! It will help your colleagues feel okay about clocking off on time.





'It's become part of our DNA, its embedded in our culture and everything we do. People approach us now with ideas on things we can do because they care about it.'

Jess Scanes | HR Manager, Netier



# Healthier Places. Healthier People. Healthier Work.

