

YOUR SOURCE for QUALITY CUSTOMIZED RESOURCES on CURRENT HEALTH ISSUES

WORKPLACEwellness

A healthy workplace is a great investment

A Simple Guide To

STRESS MANAGEMENT

COMPANY: _____

REPRESENTATIVE: _____

DATE: _____

SITUATIONAL
ASSESSMENT

HEALTH PROMOTION
STRATEGIES

EVALUATION

Work-related stress is usually rated high in employee concerns. It therefore makes sense to address this issue at work because of its negative impact on our health. *A Simple Guide to Stress Management* tool has been created to assist workplaces in building an all-encompassing stress management program that can be tailored to address the specific workplace wellness needs of employees.

The tool is divided into three specific sections which include various activities and resources for implementation. The sections should be completed in the following order:

Situational Assessment

Health Promotion Strategies

Evaluation

This document can be filled out and printed for record keeping purposes, serving as a snapshot in time as an example of activities that have been implemented within workplaces.

SITUATIONAL
ASSESSMENT

HEALTH PROMOTION
STRATEGIES

EVALUATION

TWO OTHER PRELIMINARY STEPS MAY BE NEEDED BEFORE UNDERTAKING A SITUATIONAL ASSESSMENT. CONSIDER:

- Creating an internal workplace wellness committee that includes representation from as many areas of the organization as possible
- Obtain support from management. Based on results of the assessment action may be required

The information gathered with the assessment tools will provide you with the information needed to develop a wellness program that is specific to the needs of your employees and organization.

WORKPLACE STRESS MANAGEMENT PROGRAM PRE-ASSESSMENT

Distribute this assessment tool to employees. The data obtained will provide you with information regarding the employees' awareness and knowledge of stress management initiatives offered in their workplace that address their health needs.

WHAT IS YOUR STRESS LEVEL?

Distribute this questionnaire to employees so they may use their self-rated score to increase their awareness of their own stress. It will encourage them to take action to manage their own stress. The questionnaire can also be submitted anonymously to a workplace wellness representative in order to assess the overall stress level of employees.

BUILDING A SUCCESSFUL PROGRAM IN YOUR WORKPLACE

A comprehensive stress management program is the most effective way to provide information and support to workplaces on stress management and therefore influence behaviour. Evidence-based research has shown that implementing a variety of health promotion strategies is the most effective way to bring about behaviour change. These health promotion strategies include:

- Awareness Building
- Education and Skill Building
- Environmental Supports
- Policy Development

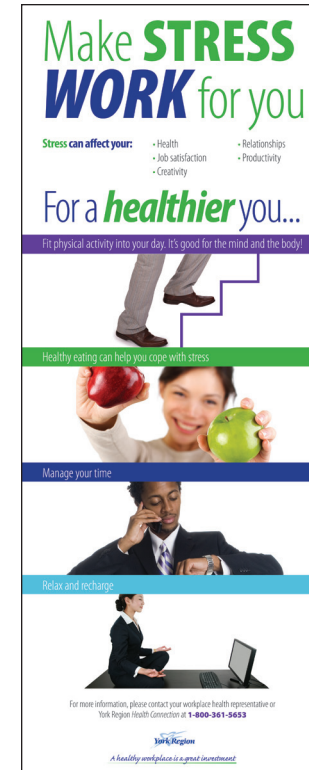
Implement at least one activity from each of these health promotion strategies.

Awareness Building:

These activities will increase awareness of the existence of stress in the workplace, encourage employees to gain insight to the root causes of their stress and may lead to changes in the employees and in the workplace environment that will influence the reduction of stress levels.

□ STRESS MANAGEMENT DISPLAY

Launch your event with our Stress Management display together with various resources and promotional items and draw employees to a stress management event.







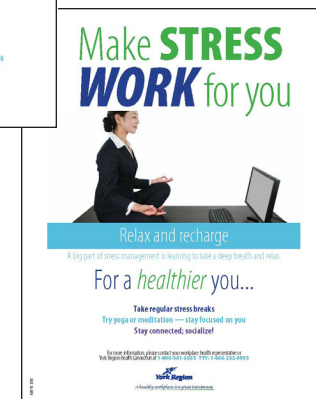
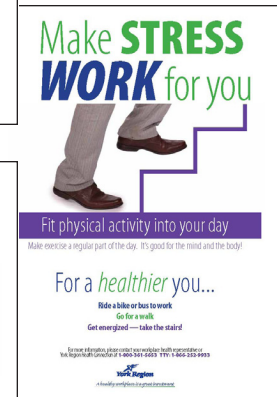
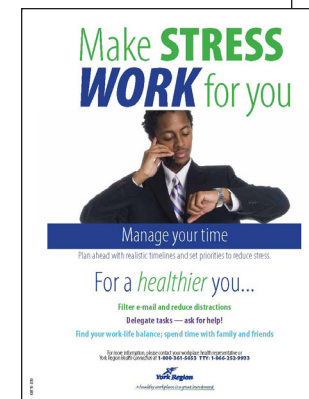
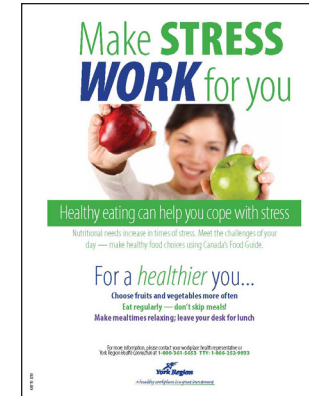
STRESS MANAGEMENT QUIZ

This is a great handout for employees to test their knowledge and gain important stress information.

STRESS POSTERS

Display these colourful posters in high traffic areas

-  Healthy eating can help you cope with stress
-  Fit physical activity into your day
-  Manage your time
-  Relax and recharge



Education and Skill Building:

These activities will educate staff about stress management with the goal of behaviour change.

ROAD TO RESILIENCE GAME

This fun and interactive *Jeopardy*-type game is a great add-on to our workshop to test employees' knowledge of stress management in a friendly, team-building competition.

EMAIL MESSAGES

- For a Healthier You... Eat Well
- For a Healthier You... Be Active
- For a Healthier You... Manage Your Time
- For a Healthier You... Relax and Recharge

PAYSLIP INSERTS



These DVDs are loaned out to companies to give employees a brief overview of stress and to gain understanding of what needs to be addressed in the workplace.

- WORKING WITH STRESS DVD (17 MINUTES)
- LIVING WITH STRESS DVD (11 MINUTES)



□ WEBSITE AND LINKS THAT PROVIDE ADDITIONAL INFORMATION ON STRESS

Visit www.york.ca/workplacewellness for a variety of stress resources or connect with other community agencies:

- [Canadian Mental Health Association](#)
- [Mental Health Works Programs](#)
- [Centre for Addiction and Mental Health](#)
- [The Heart and Stroke Foundation](#)
- [Health Canada](#)
 - Coping with Stress
 - Mental Health
 - Work-Life Balance
- [Public Health Agency of Canada](#)
 - Mental Health Promotion
- [The Canadian Centre for Occupational Health and Safety](#)
 - Advancing Healthy Workplaces
- [Mood Disorders Association of Ontario](#)
- [The Canadian Institute of Stress](#)

■ ■ Environmental Supports:

These includes activities or changes in the workplace environment that will make an impact on reducing stress levels or increase employees' coping skills in their management of stress.

WORKPLACE HEALTH COMMITTEE

Forming a workplace health committee will provide direction and leadership to effectively impact employee wellness. Members from the various departments and areas of responsibility will also become leaders for their department employees. They will represent and communicate with their groups.

ORGANIZATIONAL HEALTH AUDIT

Conduct an **audit** of your workplace. This will include the assessment of the organizational culture, programs and services, policies, procedures and work processes as well as physical environment. Completing this will help you identify areas of opportunity and will provide a baseline from which to measure progress.

CONSIDER IMPLEMENTING THESE INITIATIVES TO HELP WITH EMPLOYEE STRESS

- Host an on-site progressive muscle relaxation class
- Host an on-site mindfulness-based stress reduction program
- Create a relaxation room for employees to have quiet time
- Incorporate stretch throughout the day and during office meeting breaks
- Contact Public Health for a [physical activity](#) or [nutrition](#) consultation
- Provide bike racks
- Subsidize fitness club memberships
- Organize walking groups
- Purchase physical activity equipment in bulk and offer it to staff for loan (pedometers for walking challenges, urban poles for walking clubs, etc.)
- Hire on-site instructor for yoga, urban pole walking, tai chi, aerobics, etc.
- Provide healthy foods at meetings or events
- Make healthy food selections for the company vending machines and cafeteria
- Invite demonstrators to provide healthful food cooking lessons or tips

MANAGEMENT TRAINING

Provide training for managers on how to identify employees suffering from stress and how to manage the situation.

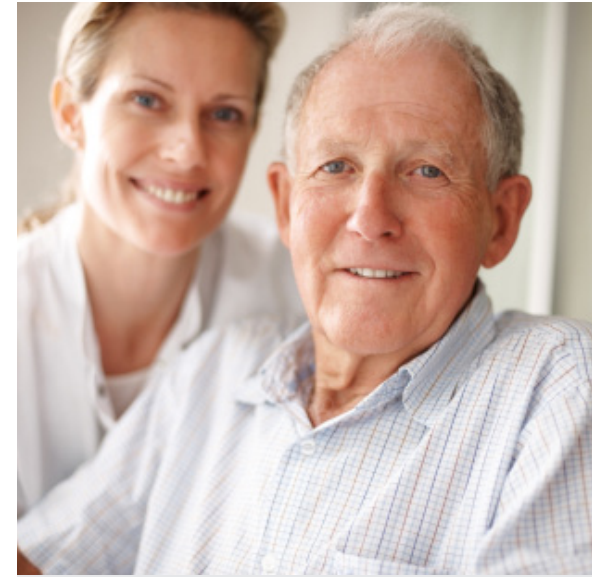
EMPLOYEE ASSISTANCE PROGRAMS

Provide Employee Assistance Program and market to employees to encourage them to use their counselling services.



□ DEPENDANT CARE INITIATIVES

Consider providing dependent care initiatives such as emergency childcare and elder care services, financial assistance for childcare expenses or on-site childcare. You may offer a guest speaker or consultant to talk to employees about finances, support and options available for childcare or seniors.



■ Policy Development:

Development of policy will ensure sustainable changes within the employee health practices and workplace culture. It will assist the company in providing health and wellness programs to employees and will result in better overall health and well-being for all employees.



DEVELOP POLICIES TO SUPPORT THE TOTAL WELL-BEING OF EMPLOYEES. INVESTIGATE IF THESE POLICIES CAN BENEFIT YOUR EMPLOYEES

- Compressed work week
- Flex-time/adjusted work week
- Job share
- Voluntary reduced work time
- Work from home or remote location
- Leaves (sabbaticals, professional development, bereavement, compassion care, personal, dependent care, etc.)
- Phased-in retirement/mentorship program
- Healthy eating priority in the workplace: policies can include food choices offered in cafeteria, vending machines and meetings/events
- Policies to encourage physical activity initiatives in the workplace including: stretch breaks during meetings or at work stations
- Develop policies to support work-life balance including: mandatory vacations, limits to work and e-mailing on personal time, etc.

An evaluation conducted at the completion of each initiative will allow you to see if your stress management program has met your goals and objectives. It may identify areas of focus for the future and provide the opportunity to celebrate the successes.



WORKPLACE STRESS MANAGEMENT PROGRAM EVALUATION

Distribute this questionnaire to employees to provide feedback on the effectiveness of the program activities in meeting their needs in coping with stress.

WHAT IS YOUR STRESS LEVEL?

Have employees once again complete this questionnaire and resubmit anonymously to the workplace wellness representative. This will assess the overall success of your Stress Management Program and can be compared with the responses at the beginning of the program.

If you have any questions about *A Simple Guide to Stress Management* or require advice on implementing a comprehensive stress management program in your workplace, please contact your York Region Workplace Wellness representative.

You can also contact York Region *Health Connection* at **1-800-361-5653, TTY 1-866-252-9933**

While the Community and Health Services Department provides a listing of community resources, it recommends that you independently research the resource(s) to determine its appropriateness for your own organization.

www.york.ca/workplacewellness

www.york.ca

■ ■ Did you find this useful?

Give us some feedback!