

Healthy Workplace Guide

Mental Well-being

This practical guide provides ideas on implementing a mental well-being promotion programme at a workplace to improve the health and well-being of the employees.



Demonstrate Management Commitment and Support Workplace Health Promotion

- Formulate written “Healthy Workplace Policy” with promoting mental health and well-being included as an action area
- Have an annual budget for health promotion activities in the workplace
- Have an active committee responsible for organising health promotion activities in the workplace
- The committee is composed of representatives of staff at all levels
- Demonstrate organisational commitment and support of worksite health promotion, at all levels of management, e.g. senior/middle management sit on the committee and participate in activities
- State the organisation’s commitment in promoting health in the workplace at orientation of newly recruited staff

Set Health Promotion Plan

- Conduct needs assessment and/or staff interest surveys. Assessment could be health risk surveys (e.g. staff consultations/surveys) and also analysis of working environment related to mental well-being (e.g. working conditions, communication, work life balance, staff support and work-related or other causes of stress)
- Prioritise the needs and develop a health promotion year plan, and an action plan that documents what will be done, when and by whom, as well as how it is monitored or evaluated

Raise Awareness and Build Capacity

- Disseminate information (e.g. health tips) regularly via posters/pamphlets, internal circulation, internal email, notice board/corner and newsletter etc. to increase staff’s knowledge and awareness of mental health and well-being, such as work-related stress and depression
- Provide talks/workshops on promoting mental health and well-being, e.g. work-life balance and life-skills programs
- Provide training to line managers to build knowledge around mental health problems, e.g. training on identifying and reducing workplace stress-related issues and Mental Health First Aid Training Course

- Provide an Employee Assistance Programme and let your staff know how to access it
- Provide community resources, e.g. support service and volunteer opportunities, to promote mental health and well-being

Promoting Mental Health and Well-being at Workplace

- Provide clear workplace organisational procedures, for example, clear job description, code of conduct, clear lines of communication, confidentiality guidelines, orientation programmes
- Provide regular opportunities for staff to meet and exchange views/knowledge, for example, team meetings and one-to-one opportunities. This allows staff to comment on work-related and personal issues that affect their performance and enables training needs to be identified
- Offer learning and development opportunities to maximise staff potential
- Integrate “Sharing” into the workplace. For example:
 - Build harmony and caring culture in the office. Encourage staff to express their appreciation, gratitude or encouragement to others more frequently. For example, recognise and value staff success and contributions by presenting rewards or certificates and giving compliments via newsletters or in meetings
 - Provide regular opportunity for staff to meet and exchange views/knowledge, for example, team meetings and one-to-one opportunities
 - Organise social activities for team building and promoting workplace spirit, such as Christmas party, birthday party and Friday tea time gathering
 - Encourage and support staff to participate in volunteering works
 - Encourage staff to spend more time with family members. For example, organise a workplace wellness day that encourages family members to attend
- Integrate “Mind” into the workplace. For example:
 - Provide talks/workshops on promoting mental health and well-being, e.g. positive thinking, mindfulness, work-life balance and life-skills programs. Encourage staff to adopt positive thinking while handling stressful situations
 - Set up a well-being network for colleagues to share experiences and tips for managing mental health and well-being at work
- Integrate “Enjoyment” into the workplace. For example:
 - Organise activities on physical activities or mind-body exercises, such as hiking, tai chi, yoga and meditation. Encourage colleagues to exercise regularly to boost both body and mood

- Organise interest classes for staff and encourage them to learn new things that they like or develop their strengths, such as organising sports, cooking and photographic classes
- Provide opportunities or time out space for employees to relax, for example, provide magazines, music and adequate staff room
- Provide opportunities to promote workplace spirit, for example, social clubs, sports teams and shared lunches
- Organise mental health promotion activities on a regular basis. These activities are sustained over long periods to become embedded in the organisational culture

To Get Everyone Involved

- Invite staff in all levels – including senior/middle management – to participate as role models
- Arrange a recognition scheme/staff nomination scheme with awards/incentives for those having good progress via gifts/prizes/recognition/public compliments
- Encourage open and honest communication opportunities, for example, staff surveys and suggestion boxes

Review Health Promotion Plan

- Develop an evaluation plan
- Monitor the change in staff’s lifestyle and behaviour, as well as culture and atmosphere within the workplace
- Analyse various records, indicators and statistics, such as staff participation rates in various health promotion activities, staff’s feedback and satisfaction, absenteeism, sick leave and changes in staff’s morale
- Adjust the health promotion plan according to the evaluation results

Resource

- “Shall We Talk” website (<https://shallwetalk.hk/en/>)
- Mental Health Infostation (<https://www.chp.gov.hk/en/features/101872.html>)