



WORKPLACE WELLBEING CHECKLIST

To build a resilient workforce, employers need to focus on the wellbeing of their employees, and helping them to be happy and healthy

Name of manager / organisation: _____

Location: _____

Date filled in: _____

1. Train Mental Health First Aiders:

Early intervention and support can be invaluable for someone who may be experiencing ill mental health

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2. Review Your Benefits and Rewards:

Offer your employees benefits and rewards they'll actually use and provide them opportunity to save money and harness key added value from your organisation

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3. Offer a 24/7 Helpline/ EAP:

Getting an appointment with a GP can be a nightmare and puts people off wanting to call. However if you offer a 24/7 helpline as a benefit, it provides easier access to help when it is needed.

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4. Reward and Recognise Great Work:

Ensure your employees feel valued with regular recognitions for doing well. Remember to get the message out to the whole organisation and not just the direct team.

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5. Hold Regular Two-Way Check Ins:

Help managers keep up to date with how their team is feeling, alerting them to potential problems so they can help and support before it gets out of control.

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6. Promote Safe Working Conditions:

Make sure to communicate a robust health and safety policy while providing up to date training and essential support to prevent risk and injury whilst your employees are working. This could include ergonomic chairs or monitor stands. When you empower your staff with the correct tools and equipment it can help make the job be done more effectively while helping to prevent frustration and stress.

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7. Promote a Work-Life Balance:

Maintain a healthy culture around timekeeping and breaks. Make sure employees are taking full use of their breaks to help reduce stress and allow time to get into nature and get some fresh air. Being flexible with work hours and location can also help support your employee's save on the costs incurred through travel and childcare.

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8. Offer Facilities to Promote Good, Healthy Habits:

Offering bike sheds, well-being rooms and shower facilities to encourage employees to integrate good habits in and around their workday. You can also incorporate walking meetings in to your workday. Like a traditional meeting, it serves as a time to collaborate and discuss but with the bonus of fresh air and getting some exercise in! Team engagement can motivate employees to commit and create long lasting behavioural changes to improve motivation

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