

We would like to welcome you to our first quarterly newsletter as part of Relationships Australia's Employee Assistance Program (EAP). Each quarter, Relationships Australia will send you a newsletter on a chosen topic. To coincide with Mental Health Week our first newsletter is focusing on a mentally healthy workplace.

MENTAL HEALTH WEEK 2014

Mental Health Week is an annual event funded by the Mental Health Commission and coordinated by the West Australia Association for Mental Health (WAAMH). Mental Health Week will run between Saturday, October 4 and Sunday, October 10.

The week long festivities will embrace art, music and community to promote awareness of mental health and wellbeing for ourselves and those around us. This year the theme is 'Make a Move Toward Better Mental Health'.

A full list of events is available at the Mental Health Week website:

mhw.waamh.org.au

In support of mental health week, Relationships Australia will be releasing new information pages on Facebook and Twitter on a range of mental health topics for individuals, families and children.

They can be found on our website:

www.wa.relationships.com.au

Our EAP Program

EAP is a free service to support you through difficult or challenging times that may occur at home or at work. To find out more about the EAP services your organisations offers please call 1300 364 277. All calls are confidential.

A Mentally Healthy Workplace

"A healthy working environment is one in which there is not only an absence of harmful conditions but an abundance of health-promoting ones." – World Health Organization

Having a mentally healthy workplace benefits not only the workers but can also improve the safety, absenteeism and performance of an organisation or business.

As we spend a large amount of our time at work it's very important that we take steps to ensure our working environment is conducive to staying mentally healthy.

Stress about our jobs is a common complaint amongst workers. When job stress becomes excessive or is long term it can contribute to mental health problems such as depression.

Job stress may present when people have work demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope.

There are many factors that can cause job stress and these include work overload, high pressure environments, job insecurity, long working hours, bullying, unclear communication or roles, and inadequate resources.

How Management Can Help Reduce Job Stress

- Make sure you celebrate your team's achievements when they perform well. Too often we only hear something when things go wrong, rather than when they go right and we are performing our job well. This helps lift team morale and leaves us feeling positive. Having a positive culture helps improve our mental wellbeing.
- Ensure everyone is adequately trained and has the appropriate skills and tools to be able to carry out their job. Clear communication is the key to ensuring there is no confusion over job roles or tasks.
- Involve your employees in decisions that will affect them and listen to their opinion. This encourages a closer bond of cooperation and trust between management and the general workforce.
- Make sure mental health resources are available to employees. This can be as simple as providing leaflets or information pages from organisations like Act-Belong-Commit or Beyond Blue on how to stay mentally healthy. Providing access to counselling and education services can also be extremely beneficial, giving employees a chance to have their concerns heard in a confidential and non-judgmental environment.

For more information:

Mental Health Week

mhw.waamh.org.au

Relationships Australia WA

www.wa.relationships.com.au

Follow us on Twitter:

@relationshipsWA

Like us on Facebook:

facebook.com/RelationshipsWA

What To Do If You Are Feeling Stressed

- **Exercise**
Take 5 or 10 minutes every day to be physically active. Take a walk in the sunshine with a friend. Make sure you take all your designated breaks and have some time away from your job to relax and unwind.
- **Socialise**
Spend time socialising with your colleagues and friends inside and outside of work.
- **Organise**
Write a to-do-list and break your tasks up into smaller sections.
- **Communicate**
Have a talk to your direct manager about any concerns. This can lead to a better working relationship. If you feel like you can't speak to anyone at work, talk to your friends, family or a professional like a counsellor. Sometimes voicing our concerns can make us feel better and more able to find a solution.
- **Health**
Make healthy food choices. Eating regular and healthy meals helps keep your energy and focus up and can help you get through a stressful work day.

For more tips visit our website.

To access your organisation's EAP call 1300 364 277