

Possible actions to support health, with an emphasis on mental health

Corporate Commitment for 2017-18: Promoting a Healthy Workplace

Senior leaders are asked to demonstrate their commitment to building and sustaining a healthy workplace in support of the Federal Public Service Workplace Mental Health Strategy. They are expected to demonstrate leadership in addressing the organization-specific objectives outlined in the strategy and in engaging all employees in the promotion of healthy workplace practices.

This is not intended to be a list of the only actions that could be undertaken to meet the corporate commitment related to promoting a healthy workplace, but rather ideas to inspire action that would be relevant and appropriate in your context.

1. Build awareness on how to reduce mental health stigma and create a psychologically healthy and safe workplace by including mental health on the agenda for staff meetings. A series of resources – [videos, presentation slides and supporting materials](#) – are available. Schedule time with your team to discuss and explore the issues.
2. Start your bilateral meetings with your direct reports by checking in to how they are doing, rather than with work updates. Signal that taking care of self comes first. Take the time to know your team members. Weave 5 – 10 minute vignettes into your conversations with staff and colleagues.
3. Organize a special meeting or invite a speaker from the [Federal Speakers Bureau on Mental Health](#) to a team meeting to speak to the issues of mental health.
4. Adopt the [“Not myself today”](#) campaign in your office. This workplace mental health initiative helps companies build greater awareness, reduce stigma, and foster safe and supportive cultures.
5. Take Mental Health training to help you learn how to effectively recognize and manage mental health related issues in the workplace.
6. Include Mental Health First Aid or other [Learning/Training opportunities](#) in the learning plans for the managers who report to you. Provide them with the time to take the training.
7. Build your own [Action Plan for stress strategies](#) using a tool available on the [Stress Strategies](#) website.
8. Plan team activities where employees contribute outside their usual workplace roles that focus on a common objective; where everyone can roll up their sleeves to get something done.

9. Break the pattern of sending and expecting that emails are replied to outside office hours. Be explicit about this – make this commitment at a team meeting. Then, act on it.
10. Build your understanding of what constitutes [harassment](#) and share this insight with your team and colleagues.
11. Be the example and commit to one [Take your Break](#) activity per week. Encourage team members to also make a similar commitment, maybe by sharing a weekly challenge.
12. Start or join a walking club – walk 30 minutes a day. Challenge your team to make the commitment with you.
13. Organize a workplace Wellness Challenge inviting employees to participate in fun and healthy activities that encourage healthier lifestyles.
14. When possible, plan walking meetings to reduce time sitting each day. Aim for one walking meeting per week.
15. Plan a team meeting to focus on identifying the [Psychosocial Risk Factors](#) in your workplace and actions to address them. Invite individuals or guest speakers to share their personal experiences; this will encourage others to seek help.
16. If your organization has done a workplace health survey, encourage your team members to participate and take action on the results.
17. Increase the level of respect in our offices. Consider a discussion of ["Civility Matters! – an evidence-based review on how to cultivate a respectful public service"](#) and share the ["Civility Matters"](#) infographic.
18. Self-awareness is key. Consider how your actions are affecting others; consider how you are affected by others; ask staff and others informally during bilateral meetings, and / or through use of formal 360 feedback, about your performance and impacts.
19. Inspired by and additional resources:
 - [Government of Canada Mental health and wellness](#) site
 - [Mental Health Guide in the Workplace \(NMC website\)](#)
 - [Mental Health Commission of Canada](#)
 - [Resources for managers for mental health in the workplace](#)
 - Healthy Workplace Month: [Activity Ideas](#)
 - [Healthy Minds @ Work](#)
 - [Guarding Minds @ Work](#)
 - [eMentalHealth.ca](#) (services, help & support by community)
 - [Supporting Employee Success: A Tool for Planning Accommodations](#)
 - [CSPS Mental Health Training](#)
 - [CSPS Videos](#)
 - o [Mental health and Healthy and Respectful Workplaces](#)
 - o [Sue Spooner: Mental Health](#)