



**WORKPLACE
MENTAL WELL-BEING
CAMPAIGN 2021**

RESOURCES



CAMPAIGN WEBPAGE

Scan the QR code or visit the Workplace Mental Well-being Campaign 2021 webpage at <https://www.wshc.sg/mentalwellbeingcampaign> to download the Workplace Mental Well-being Playbook and other resources.





WORKPLACE MENTAL WELL-BEING CAMPAIGN 2021

CAMPAIGN VIDEO

MENTAL WELL-BEING

Scan the QR code or click on the link below to watch the Take Time to Take Care of Your Mental Well-being Campaign video.

<https://youtu.be/3DfgUdSNiCk>





INTERVIEW ON MENTAL WELL-BEING WITH MS LYN LEE

Scan the QR code or click on the link below to watch the Interview on Mental Well-being with Ms Lyn Lee, Chief Diversity and Inclusion Officer, Royal Dutch Shell PLC.

<https://youtu.be/m1Ct3SOow6I>



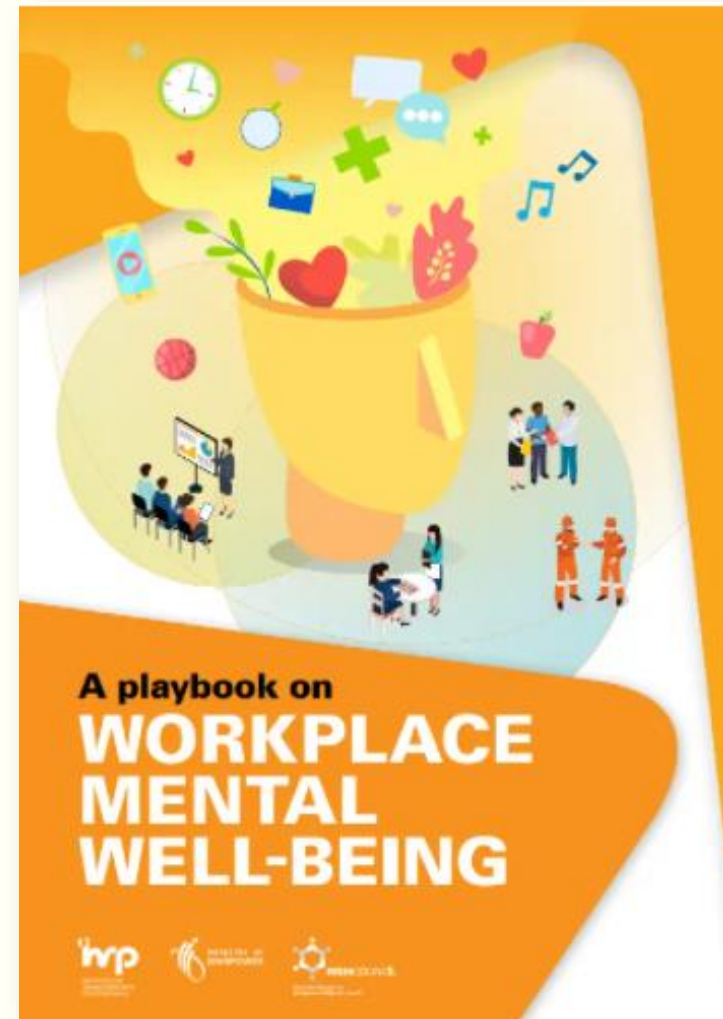


A PLAYBOOK ON WORKPLACE MENTAL WELL-BEING

Scan the QR code or click on the link to download the Playbook.



<https://www.tal.sg/wshc/Resources/Publications/Guides-and-Handbooks/A-Playbook-On-Workplace-Mental-Well-being>





INFOGRAPHIC POSTER

Scan the QR code to share the infographic poster via WhatsApp with your colleagues and friends.

[Click here](#) to download the poster.



A Playbook On WORKPLACE MENTAL WELL-BEING

Benefits of supporting your employees' mental well-being:

- ✓ Attract and retain employees
- ✓ More productive and resilient workforce
- ✓ Safer and healthier workplace

6 Steps to Workplace Mental Well-being

- STEP 1**
CHECK:
Assess regularly and identify needs
- STEP 2**
AIM:
Create a mental well-being roadmap to set goals and track progress
- STEP 3**
RALLY:
Senior management to support and be involved in mental well-being initiatives
- STEP 4**
ACT:
Choose suitable initiatives* to implement
- STEP 5**
TELL:
Create a communication plan for awareness and participation
- STEP 6**
REFINE:
Review the initiatives regularly

*Examples of initiatives include:
1) Create safe spaces for conversations
2) Encourage self-care
3) Set up a peer support system
4) Use digital mental health tools
5) Set clear expectations on after-hours communication

A joint initiative by:

START YOUR JOURNEY

Visit us at www.wshc.sg/mentalwellbeing
Subscribe to the WSH Bulletin at <https://www.tal.sg/wshc/newsletters> to get the latest updates.



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CREATE SAFE SPACES FOR CONVERSATIONS

A Playbook On Workplace Mental Well-Being

Reduce fear and encourage participation in mental well-being initiatives:

- STEP 1**
Pick the right occasion
 - Factors to consider include group size, platform type and setting
- STEP 2**
Have top management lead the way
 - Identify champions amongst senior management to kickstart conversations and share personal stories
- STEP 3**
Provide a sense of safety
 - Assure employees that conversations will be kept confidential
 - Ensure that conversations do not affect staff appraisals
 - Do not pressure employees to share beyond what they are comfortable with

"I think with all these leaders stepping up and admitting that they have vulnerabilities and they are not super, they help to create the tone that it is okay for employees to say that they need help."
- HR DIRECTOR, MANUFACTURING COMPANY

START YOUR JOURNEY

A joint initiative by:

- MINISTRY OF MANPOWER
- WSHCOUNCIL
Tripartite Alliance for Workplace Safety and Health

Visit us at www.wshc.sg/mentalwellbeing

Subscribe to the WSH Bulletin at <https://www.taafg.wshc/newsletters> to get the latest updates.



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ENCOURAGE SELF-CARE

A Playbook On Workplace Mental Well-Being

Encourage employees to self-care by:

- Organising activities to promote self-care habits**
 - Offer well-being training*
 - Offer exercise classes* gym membership
 - Promote recreational activities
 - Start an office club
 - Celebrate milestones and good news
- Sharing useful self-care tips**
 - Have an internal communications strategy in place to send out self-care material
 - Encourage exchange of self-care tips among employees

"90% of employees joined wellness engagements after we publicised how fun the game segments were and how useful the tips could be - not just for them, but for their family members too!"
- WORKPLACE SAFETY AND HEALTH OFFICER, CONSTRUCTION COMPANY

*Organisations may refer to [WSH Council's Total WSH Programme](#) for free well-being talks and activities.

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SET UP A PEER SUPPORT SYSTEM

A Playbook On Workplace Mental Well-Being

Co-workers can be a good source of support. Peer support networks build greater camaraderie amongst co-workers and are quick ways for employees to reach out:

STEP 1
Pick a model

- Buddy System 1:1
- Support Groups 1:5
- In-house helpline

STEP 2
Appoint the members

- Formalise peer support leaders' appointments
- Recognise their role in staff performance appraisals
- Choose volunteers over nominations

STEP 3
Train the team

- Provide basic training*
- Establish clear protocols for professional help

STEP 4
Dedicate time and space

- Set up regular check-ins
- Create conducive spaces for sessions

STEP 5
Provide support for the team

- Support peer support leaders and helpline operators

"Creating our internal 'Circle of Support' helped staff come forward to share!"
- HR MANAGER, MANUFACTURING COMPANY

*Organisations may refer to [WSH Council's Total WSH Programme](#) for such trainings, provided on a co-funding basis

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USE DIGITAL MENTAL HEALTH TOOLS

A Playbook On Workplace Mental Well-Being

Digital solutions can complement in-person services and are:

- Convenient**
Choose the right tool based on your needs
- Easy to use**
Leaders should be role models as early adopters
- Anonymous**
Safeguard confidentiality - have good data security
- Start small to reduce cost - pilot in a small group**

Examples of digital mental health tools:

- Wearables and digital biomarker apps
- Prevention and treatment solutions (e.g. chatbots)
- Analytic & survey tools to measure stress*

*Try **iWorkHealth**, a free survey tool to help employers and employees identify and manage workplace stressors

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TOTAL WSH PROGRAMME

Scan the QR code or click on the link below to find out more about the Total Workplace Safety and Health Programme.

<https://www.wshc.sg/totalwsh>





IWORKHEALTH

Scan the QR code or click on the link below to find out more about iWorkHealth.

<https://www.iworkhealth.gov.sg>





MINDSG

Scan the QR code or click on the link below to find out more about MindSG.

<https://www.healthhub.sg/programmes/186/MindSG/Discover>





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THANK YOU!



Tripartite Alliance for
Workplace Safety and Health