**Regulation of the work ability in small and micro enterprises through multimedia tools**



**Tool 23**

**How to support wellbeing and health in the workplace?**

**Description of the aim­­­**­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This tool allows micro-enterprises, small business and potential entrepreneurs to support the wellbeing and health, and enhance the work participation of all employees, regardless of their current work ability and health status. Managers can recognise factors that already support employees to feel well at their workplace and what can be done in the future. It also aims to aid to prevent chronic health problems.

**Target group**

Employers of micro and small enterprises, human resources personnel.

**Benefit of the tool**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanks to the checklist offered, this tool allows to find new ideas to introduce in the company to improve working conditions, which can benefit both employees and employers. The future introduction of measures proposed in the tool ensures retaining full earning capacity, avoiding dependence on a disability scheme. The tool implementation results also in higher motivation, commitment and productivity of the employees and better productivity.

**Duration**

This tool can be developed in approximately 30 minutes.

**How to use the tool**

To take advantage of the tool, the manager will start by filling the checklist. It presents proven means through which workplaces can support the wellbeing and health, divided into 5 groups: (i) nutrition, (ii) physical activity,(iii) ergonomics, (iv) mental health, wellbeing and recovery from work, and (v) community spirit and atmosphere. The person who fills the checklist can decide if the proposed mean is already in use in the company, not yet in use, but potentially beneficial and feasible for the company or selected for implementation in the company. It also gives space for own ideas

Checklist for employers

Fill in this checklist about means that support well-being and health in the workplace. Then, evaluate the means possible to implement in your company and prepare action plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Nutrition | Already in use | Not yet in use, potentially beneficial and feasible | Selected for implementation |
| Staff restaurant |  |  |  |
| Improved nutritional quality of available food |  |  |  |
| Facilities for having packed lunch |  |  |  |
| Healthy options on work trips  |  |  |  |
| Water taps  |  |  |  |
| Healthy options first on menu  |  |  |  |
| Making healthy food the default  |  |  |  |
| Fruit and vegetables in generous portions  |  |  |  |
| Cultivating positive attitudes |  |  |  |
| Access to dietitian  |  |  |  |
| Lunch break  |  |  |  |
| Subsidizing healthy options  |  |  |  |
| Meal benefit  |  |  |  |
| Physical activity | Already in use | Not yet in use, potentially beneficial and feasible | Selected for implementation |
| Physiotherapist’s visits  |  |  |  |
| Access to physiotherapy  |  |  |  |
| Sharing favourite movements  |  |  |  |
| Shared printers and central coffee machines  |  |  |  |
| Active sitting  |  |  |  |
| Attractive stairwell to increase stair-use |  |  |  |
| Exercise equipment available in workplace  |  |  |  |
| Workplace bikes  |  |  |  |
| Walk to talk to colleagues  |  |  |  |
| Scheduled exercise breaks  |  |  |  |
| Active meetings a norm  |  |  |  |
| Sports groups  |  |  |  |
| Ergonomics | Already in use | Not yet in use, potentially beneficial and feasible | Selected for implementation |
| Time management training  |  |  |  |
| Group-based supervision of work coaching for employees  |  |  |  |
| Ergonomic equipment  |  |  |  |
| Height-adjustable desks  |  |  |  |
| Monitored air quality in the workplace |  |  |  |
| Engaging employees in designing workplaces  |  |  |  |
| Mental health, wellbeing and recovery from work | Already in use | Not yet in use, potentially beneficial and feasible | Selected for implementation |
| Psychologist's help desk  |  |  |  |
| Assessment of mental health and wellbeing  |  |  |  |
| Supportive, inclusive, and respectful atmosphere  |  |  |  |
| Email silence in the evenings  |  |  |  |
| Flexible work arrangements  |  |  |  |
| Time off  |  |  |  |
| Cultural activities  |  |  |  |
| Smart shift scheduling  |  |  |  |
| Community spirit and atmosphere | Already in use | Not yet in use, potentially beneficial and feasible | Selected for implementation |
| Assessment of perceived work climate  |  |  |  |
| Constructive communication culture  |  |  |  |
| Relationships between employees and superiors  |  |  |  |
| Shared events  |  |  |  |
| Overcome language barriers  |  |  |  |
| Peer conciliators  |  |  |  |

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| Checklist: Action plan |
| What is to be done? | How (procedure)? | Cost estimation | Priority | Until when? (date) | Who is responsible? |
| **Example: Time management training** | Contact the trainer, find a day that suits every employee.  | 50 EUR | [x]  high[ ]  medium[ ]  low | 17 January | HR Manager |
|  |  |  | [ ]  high[ ]  medium[ ]  low |  |  |
|  |  |  | [ ]  high[ ]  medium[ ]  low |  |  |
|  |  |  | [ ]  high[ ]  medium[ ]  low |  |  |