

For Managers and Supervisors

Supporting Wellness at Work

Managers and supervisors are uniquely positioned to create a safe and healthy workplace by supporting staff who want to achieve and/or maintain healthy lifestyles.

Enhance your supervisory skills . . .

- Attend *Promoting a Safe and Healthy Work Environment for Managers and Supervisors* to learn health and safety responsibilities. Available through the Supervisor Development Lab.
- Utilize the *Healthy Office Program for Supervisors* for addressing health and safety issues in office environments. Tips for supervisors, reproducible fact sheets, and campus resources. (uhs.berkeley.edu/facstaff/healthmatters/healthyoffice)

Create a work environment that supports healthier lifestyles . . .

- Encourage and support staff being more active: walk during morning or afternoon breaks, take the stairs throughout the day, and get up from workstations to stretch and move around.
- Support flex time for physical activity or participating in a health management program.
- Schedule a 15-minute *Step up to Fitness* pedometer orientation at a staff meeting. 643-4646
- Offer *WorkFIT*, an on-site fitness, strength training and flexibility program from Rec Sports. 643-7158
- Orient staff to campus physical activity resources:
 - Health*Matters Walking Group meets every MWF at 12:10–1 pm at the Campanile. 643-4646
 - Recreational Sports offers fitness memberships and classes at very reasonable rates.
- Promote healthy meetings with healthier food and beverage choices at meetings, potlucks and catered events and physical activity breaks for meetings longer than two hours. See the UC Berkeley Guide to Healthy Meetings and Events at uhs.berkeley.edu/facstaff/healthmatters/healthymeetings.shtml.

Encourage and support staff to achieve and maintain healthier lifestyles . . .

- Allow staff who want to complete a Health Assessment (HA) to take 15 minutes of their work day to do so. Go to the campus *UC Living Well* page to find direct links to Staywell and Kaiser and learn about incentives and resources. uhs.berkeley.edu/facstaff/healthmatters/ucivingwell.shtml
 - Provide all staff and faculty with *Healthier Habits at Work*, a mini-poster for their work area. (uhs.berkeley.edu/facstaff/healthmatters/healthyoffice)
 - Support and promote staff attendance at health improvement workshops and programs. Enroll on ICE.
 - *Step Up to Fitness* pedometer program, offered monthly.
 - *Know Your Numbers* health screening and *Leading a Healthy Lifestyle* workshop.
 - *Alive*, a 12-week lifestyle intervention via email and *Eat Smart, Get Fit* behavior change class.
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Provided by University Health Services: Health*Matters. Health*Matters is the wellness program for faculty and staff with campus partners including: Office of Environment, Health & Safety, Human Resources: Benefits, Physical Education Program, Recreational Sports, UC Police: Office of Emergency Preparedness, and University Health Services: CARE Services, Disability Management Services, Ergonomics@Work, Occupational Health Clinic, and Work/Life. Updated 3/08.



Physical Activity at Work

<p>Benefits of regular, physical activity:</p> <ul style="list-style-type: none"> • More energy • Lower stress levels • Feel better and look better • Helps with weight management • Builds stronger bones and muscles • Easier to move • Prevents sprains and strains • Helps with arthritis and diabetes management • Reduces risk of many chronic diseases • Helps raise good cholesterol (HDL) • Better mood, more positive outlook, more confidence 	<p><i>“I don’t have time to take a break. I have way too much work!”</i></p> <p>Many people say—“I can’t take breaks due to too much work and not enough time.” Most people actually find when they take walking breaks, even when they think they are too busy, they are more productive and have more energy than when they just keep on working without stopping.</p> <p style="text-align: right;"><i>Make time for walking breaks and experience the benefits!</i></p>
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Physical activity recommendations for overall good health:

- **Cardio (aerobic):** 30 minutes of moderate-intensity physical activity most days of the week for overall good health and weight maintenance. This can be broken into 10-15 minute increments.
- **Strength:** Strength training of moderate intensity at least 2 times a week maintains and strengthens muscles.
- **Stretching:** Stretching the major muscle groups 2-3 times a week increases flexibility and helps prevent injury. Mini-stretch breaks throughout the work day help relieve muscle tension and increase blood flow.

<p>Considerations when becoming more physically active:</p> <ul style="list-style-type: none"> ✓ Safety is important. If you are just beginning to be active, take it slow at first and gradually build. ✓ Always wear comfortable walking shoes that give good support. ✓ Consider the opportunities for the work unit becoming a team or recruiting one or more partners. Studies have shown those who are physically active with a partner or group are most successful in sticking to a program. ✓ If you plan to start a vigorous program and are a man over 45 or a woman over 55 with a chronic disease or risk factors (see below), check with your physician before starting an exercise program. <p style="text-align: center;">Risk Factors</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Family history of heart disease</td> <td style="width: 50%;">Elevated fasting blood glucose</td> </tr> <tr> <td>High blood pressure</td> <td>High blood cholesterol</td> </tr> <tr> <td>Sedentary lifestyle</td> <td>Obesity</td> </tr> <tr> <td colspan="2">Cigarette smoking (current and those who quit within the previous 6 months)</td> </tr> </table>	Family history of heart disease	Elevated fasting blood glucose	High blood pressure	High blood cholesterol	Sedentary lifestyle	Obesity	Cigarette smoking (current and those who quit within the previous 6 months)		<p>59% of staff attending the <i>Step Up to Fitness</i> orientation have reported an increase in their daily physical activity.</p> <p>67% of participants credited using a pedometer for helping them lead an active lifestyle.</p> <p style="text-align: center;">Call Health*Matters at 643-4646 to schedule <i>Step Up to Fitness</i> for your department or staff meeting.</p>
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