For Managers and Supervisors

Supporting Workforce Wellness

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

Know your campus health and safety resources . . .

- Health*Matters – UC Berkeley’s wellness program for faculty and staff uhs.berkeley.edu/facstaff/healthmatters
- Recreational Sports – 30-day free pass for fac/staff, WorkFit on-site fitness calbears.berkeley.edu
- Resources for Manager/Supervisors: uhs.berkeley.edu/facstaff/healthmatters/supervisors.shtml

Resources on healthy meetings and celebrations, activity breaks for meetings, department workshops, and more.

Create a wellness culture . . .

- Identify a Wellness Ambassador for your work unit. UCB Wellness Ambassadors are volunteer staff or faculty who play a vital role in communicating about health and wellness programs and creating a culture of health.
- Follow the UCB Healthy Meeting & Event Guide to ensure availability of healthy choices at all unit and department meetings, events, potlucks and celebrations. Encourage sharing of fruits and vegetables rather than desserts, cookies and other sweets.
- Support flex time to give staff more control over their daily schedules. Some examples -- flex time can support time for exercise, participation in programs, and balance of work/life needs.
- Put wellness on staff meeting agendas -- assess your workplace culture, identify interests/needs, and discuss ideas to integrate wellness into your workplace. If you don’t have a Wellness Ambassador, share responsibilities among staff to announce current programs and lead discussions. Add fun to your meetings, too!
- Create a culture that encourages and supports active lifestyles and prevents injuries:
  - Promote standing up from workstations to move at least once every hour, going for walking breaks and walk n’talk meetings, taking the stairs, finding a walking partner, or using a pedometer to get 10,000 steps a day.
  - Promote walking with Health*Matters Walking Group every MWF at 12:10–1 pm at the Campanile or joining Recreational Sports (WorkFit, fitness memberships, more).
- Communicate and promote campus wellness programs:
  - Sign-up for the Health*Matters listserv to receive the monthly newsletter to distribute to staff or post on your wellness bulletin board.
  - Post program flyers, announcements and posters such as Take the Stairs signs, and the I Heart Tap Water or Provide Healthy Choices posters.

Support staff to achieve and maintain a healthy lifestyle . . .

- Include wellness programs in your orientation of new employees.
- Encourage and support staff to take advantage of the wellness programs available on campus and through the UC Living Well (UCLW) Incentive Program --- complete Know Your Numbers, participate in the Walking Group or other behavior change programs offered each semester, take a Cook Well Berkeley workshop, enroll in wellness coaching through UCLW, and lots more. Enroll at UCB Learning Center.
- Arrange for workshops and programs for your department or staff meetings such as activity breaks for meetings and events, Know Your Numbers Health Screening, nutrition workshops, fitness workshops, etc. Just ask!
- Share health and wellness educational materials from the Healthy Office Program for Supervisors.

Health*Matters is UC Berkeley’s Wellness Program with campus partners including Office of Environment, Health & Safety, Human Resources, Physical Education Program, Recreational Sports, and University Health Services: CARE Services, Disability Management Services, Ergonomics@Work, Occupational Health Clinic, and Work/Life. Updated 8/15.
uhs.berkeley.edu/facstaff/healthmatters
Supporting Wellness at Work (con’t)

Activity Breaks:
  uhs.berkeley.edu/facstaff/healthmatters/breaks.shtml

Find pictures, videos and more on:
- Standing Breaks
- Stretching Breaks
- Breathing/Relaxation Breaks
- Walking or Power Breaks
- Movement Breaks

Call Health*Matters 643-4646 for an instructor-led activity break for a meeting or event.

“I don’t have time to take a break. I have way too much work!”

Many people say—“I can’t take breaks due to too much work and not enough time.” Most people actually find when they take an activity break -- even when they think they are too busy -- they have more energy and focus than when they just keep on working without stopping.

Benefits of regular, physical activity:
- More energy, improved focus
- Lower stress levels
- Feel better and look better
- Builds stronger bones and muscles
- Helps with weight management
- Better mood, more positive outlook, more confidence
- Easier to move
- Prevents sprains and strains
- Reduces risk of many chronic diseases
- Helps raise good cholesterol (HDL)

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.

Considerations when becoming more physically active:

- 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.

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<tr>
<th>Risk Factors</th>
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<tr>
<td>Family history of heart disease</td>
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<td>Elevated fasting blood glucose</td>
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<td>High blood pressure</td>
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<td>High blood cholesterol</td>
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<td>Sedentary lifestyle</td>
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<td>Obesity</td>
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<td>Cigarette smoking (current and those who quit within the previous 6 months)</td>
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