

Supporting Wellness at Work

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 wellness resources . . .

- ❖ Be Well at Work – Wellness Program is UC Berkeley’s wellness program for faculty and staff.
uhs.berkeley.edu/wellness
- ❖ Resources on healthy meetings and celebrations, activity breaks for meetings, department workshops, and more.
uhs.berkeley.edu/wellness/supervisors
- ❖ Recreational Sports – 30-day free pass for fac/staff, WorkFit on-site fitness, more.
calbears.berkeley.edu

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, changing positions, and moving every 30 minutes. Ideal combination is 20 sitting, 8 standing, 2 moving. Ways to build activity into the workday – 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 Berkeley Walks Walking Group every MWF at 12:10–1 pm at the Campanile, exercising with WorkFit managed by Rec Sport, or joining the Recreational Sports Facility.
- ❖ Communicate and promote campus wellness programs:
 - ♦ If you don’t have a Wellness Ambassador, sign-up for the Wellness Program listserv to receive the monthly newsletter to distribute to staff or post on your wellness bulletin board.
 - ♦ Post program flyers and announcements sent through the monthly newsletter, and share posters such as *Take the Stairs, I Heart Tap Water* or *Provide Healthy Choices*.

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

- ❖ Orient new employees to the wellness programs offered.
 - ❖ Encourage and support staff to take advantage of the wellness programs available on campus -- complete *Know Your Numbers*, participate in the healthy lifestyle programs offered each semester, take a Cook Well Berkeley workshop, walk with the Walking Group, 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*.
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Supporting Wellness at Work (con't)

Activity Breaks:

uhs.berkeley.edu/activitybreaks

Find pictures, videos and more on:

- ❖ Standing Breaks
- ❖ Stretching Breaks
- ❖ Breathing/Relaxation Breaks
- ❖ Walking or Power Breaks
- ❖ Movement Breaks

Call the Wellness Program 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.

Risk Factors

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)	