

# Tip Sheet – Accessing Tools, Resources & Support

## Supporting Wellbeing

There are opportunities for supporting the wellbeing of staff in all workplaces, including the transport, warehouse, and logistics industry. Having a planned response along with appropriate resources can help to minimise potential harm and support the mental health and wellbeing of all staff. Understanding how well staff are coping with their work demands and role by considering elements about the design of their work is another important aspect to consider when providing appropriate mental health supports. Providing access and information about the range of tools and supports available can assist with ensuring early intervention services are offered in a timely way. Also having regular conversations with staff which promote self-care can help to normalise wellbeing conversations as well as help staff to identify their own wellbeing baseline, needs and strategies to cope with adversity.

## Promoting and Supporting Self-Care

Self-care refers to the practice of everyday strategies and ways of looking after yourself emotionally, physically, mentally and spiritually<sup>12</sup>. It is an important path to being the best version of yourself as this helps to maintain your wellbeing, improves productivity and ensures you stay resilient in the face of adversity. Self-care can be promoted by having discussions with individual staff or teams as well as the provision of additional support resources.

A helpful way to promote self-care may involve asking the staff member to write down 2-3 self-care activities or goals. These work best when they are further anchored to a daily task or activity which has already been implemented, such as having your morning coffee with time to self-reflect.

### Body

- Maintain good quality sleep and enjoy times to switch off from stress
- Eat a healthy and nutritious diet and stay hydrated
- Have regular exercise, stretches and rest breaks

### Emotions

- Be aware of your own emotional state and that of others.
- Identify your triggers and know when you are most vulnerable.
- Share your thoughts and feelings with people you trust to gain support.

### Mind

- Adopt a growth mindset and focus on what you can control (and identify what you can't control).
- Practice gratitude, positive thinking & affirmations.
- Use self-compassion and avoid negative self-talk or self-blaming by treating yourself like a close friend.

### Connections

- Stay connected and have quality time with people you care about, including peers and colleagues.
- Be really present with people by truly listening without judgement or needing to problem solve.
- Connect with purpose to discuss challenges and focus on what's meaningful, rewarding and enjoyable.

## Early Intervention Information and Resources

The below table provides a list of wellbeing information, along with details on where and how to access this.

Support & Assistance	Description	Details
Wellbeing Resources	Information on mindfulness, workplace wellbeing and looking after you in a downloadable form.	Healthy Heads Trucks & Sheds <a href="#">Wellbeing resources</a>
National Mental Health & Wellbeing Roadmap	Healthy Heads Trucks and Sheds – National Roadmap on Mental Health & Wellbeing	Healthy Heads Trucks and Sheds <a href="#">Roadmap</a>
Workforce Resources	Healthy Heads Trucks and Sheds – Workforce Handbook	Healthy Heads Trucks and Sheds <a href="#">Workforce Handbook</a>
Leadership Resources	Healthy Heads Trucks and Sheds – Leadership Handbook	Healthy Heads Trucks and Sheds <a href="#">Leadership Handbook</a>
Workplace Wellbeing Resources	Healthy Heads Trucks and Sheds - Workplace Wellbeing Toolkit	Healthy Heads Trucks and Sheds <a href="#">Workplace Toolkit</a>
Conversation Guide	Healthy Heads Trucks and Sheds – RU Okay Guide	Healthy Heads Trucks and Sheds <a href="#">Conversation Guide</a>
Physical Wellbeing	Information on understanding and managing pain	Healthy Heads Trucks & Sheds <a href="#">Physical Wellbeing</a>
Wellbeing conversations	Information on how to start wellbeing conversations – Toolbox Talks	Healthy Heads Trucks & Sheds <a href="#">Toolbox talks</a>
Internal Resources	Description	Details
My Organisational Tools, Resources and Supports	A template designed to assist the workplace with a list of practical resources and tools.	<a href="#">PLACEHOLDER LINK</a>
Managing Trauma & Critical Incidents Tip Sheet	An informative tip sheet on understanding how to manage trauma & critical incidents in the workplace.	<a href="#">PLACEHOLDER LINK</a>
Fatigue Tip Sheet	An informative tip sheet on the impact of fatigue on mental health	<a href="#">PLACEHOLDER LINK</a>
Workload & Time Management Tip Sheet	An informative tip sheet on workload and time management issues.	<a href="#">PLACEHOLDER LINK</a>
Isolation & Connection Tip Sheet	An informative tip sheet on the importance of remaining connected to support wellbeing.	<a href="#">PLACEHOLDER LINK</a>

Policy, Procedures & Tip Sheets	Description	Details
Smarter Work Design Tip Sheet	A check list designed to help strengthen workplace design practices.	<a href="#">PLACEHOLDER LINK</a>
Role Clarity & Expectations Policy	A workplace policy for all staff to be clear on their role tasks, responsibilities and processes.	<a href="#">PLACEHOLDER LINK</a>
Managing Job Demands Policy	A workplace policy to support the goals and responsibility of good work designs.	<a href="#">PLACEHOLDER LINK</a>
Support Framework Tip Sheet	A guide to understanding connections and support networks.	<a href="#">PLACEHOLDER LINK</a>

#### Additional Information:

For more information on resources available to help manage workplace trauma, go to For a list of resources, go to the My Organisations Tools ([PLACEHOLDER LINK](#)).