



Health at Work®

Checklist: Preventing Burnout and Revitalising Mental Health

Comprehensive burnout prevention checklist for HR managers and team leaders

Preventing Burnout and Revitalising Mental Health Checklist

Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. It can reduce productivity and sap energy, leaving individuals feeling increasingly helpless, hopeless, cynical, and resentful.

Here's an in-depth checklist designed to help HR managers and team leaders prevent burnout and revitalise mental health within their teams.

Step 1 Recognising signs of burnout

- ✓ **Increased absence or tardiness:** Monitor patterns of absenteeism or lateness as early indicators of burnout.
- ✓ **Decline in work quality:** Look out for unusual declines in work quality, missed deadlines, or a lack of attention to detail.
- ✓ **Changes in behaviour or attitude:** Note any significant changes in behavior or attitude, such as increased cynicism, detachment, or visible frustration.
- ✓ **Expressions of exhaustion or overwhelm:** Listen for verbal cues from team members expressing feelings of being overwhelmed, tired, or unable to cope.
- ✓ **Physical symptoms:** Be aware of reported symptoms such as headaches, muscle pain, changes in sleep patterns, or gastrointestinal issues.
- ✓ **Isolation:** Notice if employees are withdrawing from team interactions, social activities, or appearing more isolated than usual.



Step 2 Implementing stress-relief practices

- ✓ **Encourage regular breaks:** Promote taking short, frequent breaks throughout the day to help employees disconnect and recharge.
- ✓ **Create a relaxation space:** If possible, designate a quiet area in the workplace where employees can go to relax and take a mental break.
- ✓ **Offer flexible hours:** Provide options for flexible schedules or remote work days to help employees manage their workload and reduce stress.
- ✓ **Implement 'No Meeting' days:** Designate days with no meetings to allow employees uninterrupted time to focus on work or to take a mental health break.
- ✓ **Promote physical activity:** Encourage walking meetings, provide gym memberships, or organise team sports activities to boost physical and mental health.
- ✓ **Mindfulness and meditation sessions:** Offer regular mindfulness sessions or meditation classes to help employees manage stress.
- ✓ **Stress management workshops:** Organise workshops or bring in experts to teach stress management techniques such as deep breathing exercises, yoga, or time management strategies.

Step 3 Establishing a Mental Health Day policy

- ✓ **Policy clarity:** Clearly define what constitutes a mental health day and the process for requesting one, ensuring confidentiality and support.
- ✓ **Communicate availability:** Make sure all team members are aware of the mental health day policy and understand how to use it without fear of stigma.
- ✓ **Encourage use without penalty:** Ensure employees know that taking a mental health day will not negatively impact their job security or opportunities for advancement.
- ✓ **Monitor usage:** Keep an eye on the frequency of mental health day requests to identify patterns or departments that may be under excessive stress.
- ✓ **Provide resources:** Along with mental health days, offer access to counselling services or employee assistance programs (EAPs) for additional support.
- ✓ **Feedback loop:** Establish a feedback mechanism for employees to share their experience with the policy and suggest improvements.

Why it works

This checklist tackles burnout from multiple angles: early recognition, proactive stress management, and supportive policies.

By focusing on these areas, HR managers can create an environment that not only recognises the signs of burnout but actively works to prevent it and support mental health.

Implementing these practices demonstrates a commitment to employee wellbeing, which can improve morale, increase productivity, and reduce turnover, addressing the widespread issue of workplace burnout with effective, actionable steps.



How we can help

Unlock your wellbeing potential with our array of burnout-reducing and mental health services!

With over 24 years of supporting companies and empowering their employees to reach their health and wellbeing goals, Health at Work understand the needs of all workplaces.

With our experience, you can be confident our team of experts will listen to your needs and ensure our programs suggested have maximum education and impact, creating a culture of wellbeing and care.

Elevate your team's well-being to its fullest potential, safeguarding them from burnout and promoting optimal mental health with our help.



Health at Work®

"We are passionate about and dedicated to supporting our clients to create a culture of wellbeing and connection."

Ready for a deeper dive?

Continue reading to uncover the programs that best cater to your preferences!



Mental Health Training

Introducing Health at Work's Mental Health Training.

The content and resources of this program have been developed in accordance with the Government's Mental Health and Wellbeing Charter.

It includes practical tools and resources with the latest psychosocial risk obligations your leaders and employees need to understand and promote.



What's included in the Mental Health Training program:

Leading Mental Health

Training for Leaders

Our Framework for Leaders program is designed to promote supportive workplaces through leadership. The course was developed by our Organisational Psychologist and designed for engagement. This is the ultimate best-practice learning experience.

Through this half-day program, leaders will learn practical strategies to promote their own mental health and that of their team members. Equip your team with all the necessary tools to create a supportive, and healthy work environment.

Prioritising Mental Health

Workshop for Employees

Your employees will walk away with an increased awareness and understanding of the mental health issues impacting workplaces today.

This 2-hour program provides employees with accurate and relevant information in a way that is engaging and supports adult learning principles. You can use the program as part of your broader mental health education strategy, as part of your induction program for new employees or as a remedial action when you identify teams that require additional education and support.

Refresher for Leaders

Add-on +

Knowledge is power, and your leaders need to regularly update and develop the knowledge, skills and behaviours that are critical to effectively lead mental health.

Our 2.5-hour refresher training course is available to leaders who have completed the full Leading Mental Health program within the last 18 months.

Masterclass

Add-on +

Psychological Health and Safety

This workshop provides powerful knowledge and practical guidance on how to comply with obligations for all employees and where to begin.

It answers what are psychosocial hazards and risks, and how the new legislation impacts leaders and employees. It includes practical tools and take aways leaders can start to implement to be a better colleague and psychological safety leader.

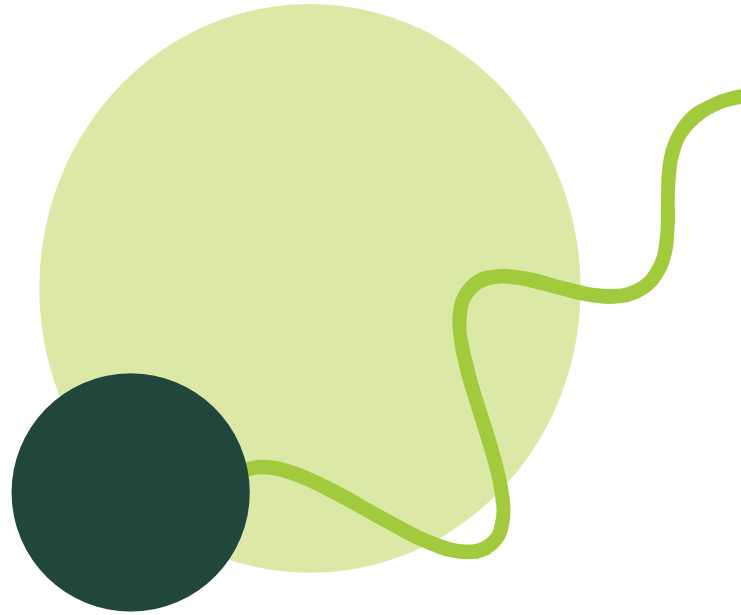
Wellbeing Seminar Series

Health and wellbeing experiences to inspire your employees.

We have developed a range of health and wellbeing educational programs designed to create learning environments that ignite positive change.

Either as a lunch and learn, team meeting activity or at a time that suits your business needs, up to 35 employees can listen to a one-hour engaging and action-orientated presentation.

All seminars close with an interactive Q&A session. Employees will walk away with techniques and behaviours they can practice and implement right away.



▼ Seminar categories:

Mind

- ✓ Positive Psychology and Mindset
- ✓ Work Life Balance – overwhelm and burnout
- ✓ Stress Management
- ✓ Resilience Building and Techniques
- ✓ Mindfulness Training

Body

- ✓ Nutrition – for body and mind
- ✓ Physical Health and Movement
- ✓ Sleep

Environment

- ✓ Ergonomics
- ✓ Culture and Communication
- ✓ Financial Wellbeing



Nutrition Solutions

Nutrition and performance go hand in hand.

Poor nutritional choices often result in significant physical and mental health problems.

Helping your employees to make better nutritional decisions in the workplace is so important.

▼ Eat Well, Be Well Series includes:

- Healthy Eating Stands
- Cooking Demonstrations
- Seminar & Webinars
- Nutrition & Diet Consultations

Health Solutions

Boost employee wellbeing with the convenience of onsite Health Checks, Skin Checks and Flu Vaccination

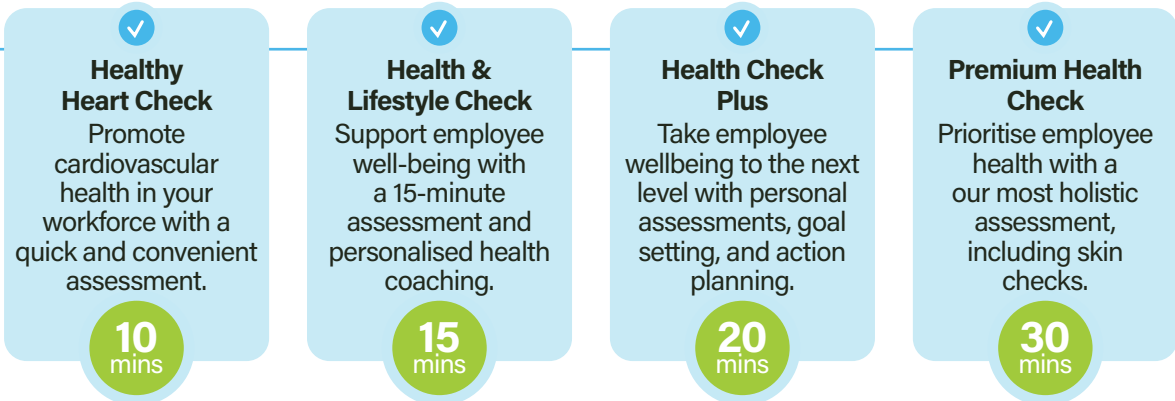
Gain valuable workplace insights to make informed decisions about the health solutions you need to implement, all while empowering employees to take an active role in their health.

Personalised advice and result booklets facilitate proactive health management. Detailed corporate reports highlight priority health risks and provide tailored recommendations.



Health Checks

From your health checks your employees will understand their physical and mental health risks, receive personalised health coaching and have access to our online resource portal.

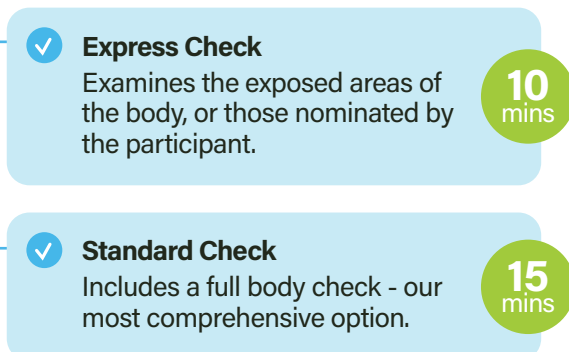


Skin Checks

Skin checks are vital for early detection to reduce the potential impact on employees and your organisation.

Led by a Dermoscopist Skin Specialist, our checks use advanced dermatoscopy technology.

Our skin check program also provides invaluable skin care education and referrals.



Flu Vaccinations

- Onsite**
Our onsite vaccination program work on 15-minute intervals.

- Voucher**
We offer Flu Vaccination Vouchers in both Australia and New Zealand.

Vouchers can be used on their own or in conjunction with an onsite program.

Online Solutions

Uncover our powerful online programs tailored for your team's health and wellbeing, offering them the means to acquire life-changing tools and resources all in one place.

1 Our online wellbeing platform

2 Modules

1. The Healthy Body and Mind HUB

Online wellbeing platform

Elevate employee wellbeing with our Health and Wellbeing Hub, offering comprehensive online resources to support their needs anytime, anywhere.

Looking for an easy-to-access and engaging platform that promotes health and wellbeing in your workplace? Look no further than our Healthy Body and Mind Hub!

Each issue of our magazine-style production revolves around a contemporary health and wellbeing topic, covering the four pillars of Mind, Body, Connection, and Environment.

As employees embark on this month-long journey, they will gain awareness, knowledge, and empowerment, enabling them to embrace healthy lifestyle changes with confidence and enthusiasm.

✓ Live webinars

✓ Quizzes

✓ Challenges

✓ Videos

✓ Articles

✓ Information flyers

✓ Live mind and body classes

✓ Recipes



2. The Healthy Body and Mind Modules

Enhance your learning experience with our topic-specific modules, dedicated to key awareness events, available to access in The Hub. Modules allow for a deep dive into important issues, dedicated to key annual Australian and International Health awareness events.

Some modules we provide:



Women's Health
March or October



Men's Health
June or November



RUOK Day
September



Mental Health Month
October

Health at Work is an Australian organisation, founded in 1999, that is dedicated to the health and wellbeing of workplaces.

We are a trusted group of health and wellbeing professionals who are passionate about the work we do.

We believe the foundation for productivity, culture and success in a business lies in the physical and mental wellbeing of its workforce.



Health at Work®

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