

Minimising and managing workplace stress

An introduction to using this resource

This resource is designed to support understanding around workplace stress, including how work impacts stress, how stress impacts individuals and what works to minimise and manage stress. Because stress is triggered by both what is happening around us and by our own personal experiences, this resource helps you explore what organisations can do to minimise and help manage stress, as well as what individuals can do.

The *Minimising and Managing Workplace Stress Resource*:

- Focuses on the impact of stress on mental wellbeing
- Supports more proactive conversations about how workplaces, teams and individuals can work with each other to:
 - Keep people **safe** from the harmful effects of stress
 - **Support** those experiencing harmful stress
 - **Strengthen** coping and resiliency to the stress we all experience in our lives
- Can be used alone or as an additional resource to support the with the [Working Well suite of resources](#)

It focuses on minimising and managing stress through three main strategies – the Three Rs:



Refuel Whakatipu

Looking after wellbeing and cultivating energy to refuel.



Resolve Whakatika

Identifying stressors and finding solutions that help resolve the causes of stress.



Relax Whakatā

Switching on the relaxation response to restore and rest.

Supporting workplaces to:

Assess

What are (or could be) risks and what protective factors exist

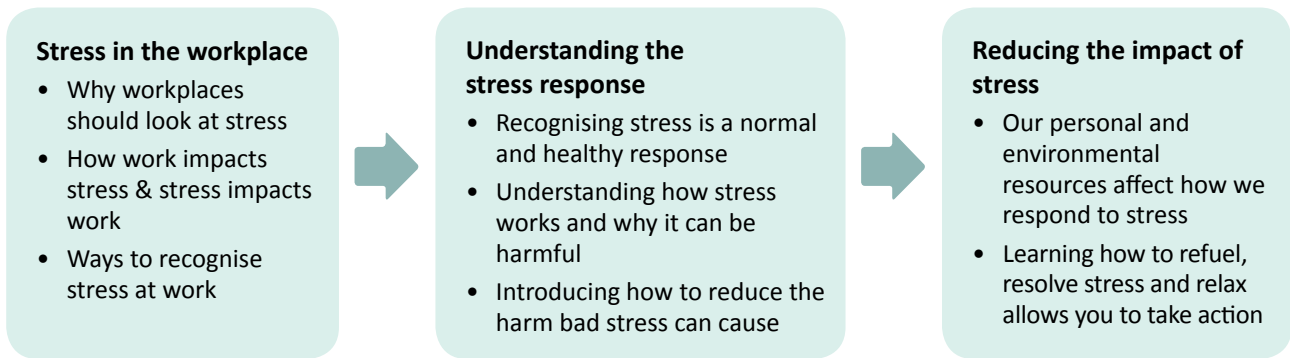
Plan

What are the best options to minimise or eliminate risks

Do

What can be put in place (agreed plans) to take action and review effectiveness

Fact sheets help understanding



Worksheets help action

Refuel
Whakatipu

- Tank on empty?**
Recognising stress
- Refuelling the tank – fuel in, fuel out**
Workplace fuel consumption
Identifying stressors and supports
- Finding balance: Te Whare Tapa Whā**
Helping identify areas to focus on – for individuals and workplaces

Resolve
Whakatika

- Identifying the challenges & practising balanced thinking**
Defining the issue, finding solutions
- Acceptance and change**
Identifying alternative solutions
- Working backwards to a solution**
Problem solving activity

Relax
Whakatā

- Switching on the relaxation response**
How the relaxation response works and simple activities to help

The *Minimising and Managing Workplace Stress Resource* is part of the **Working Well** suite and follows on from two resources which introduce core information about what mental health and wellbeing is and how workplaces can support good mental health and strengthen wellbeing.

Creating positive work environments – the what, why and how

Enhancing mental wellbeing – Five Ways to Wellbeing at Work

We know that there will be people experiencing high levels of stress right now

The information in this resource is best used when you have fuel in your own tank. If you're running on empty it's harder to take in new information and respond well to stress in others.

The information is not designed to treat individuals who may be experiencing the extreme outcomes of chronic or traumatic stress (such as high anxiety, depression, Post Traumatic Stress Disorder or burnout). We hope that these resources can help create an environment that will prevent extreme stress and identify what supports are available to help.

If you are concerned about yourself

We recommend talking to someone you trust. This can be someone at work, or in your community, a person who can help guide you such as a kuia or kaumatua, mentor, or trusted friend. You can also get advice from a GP, or other health professional.

If you are concerned about someone else at work

You may find our [Open Minds resources](#) useful to help you to have conversations about what is going on for them. It can support you to have a conversation with someone who is experiencing mental distress.

Remember to consider the supports you have available through your workplace and in your community. We list some of these in [Getting help and advice](#).