Creating a mentally healthy workplace

Reviewing the impact of your overall action plan

Reviewing your progress is a key part of your action plan. It gives you a chance to assess how you’re getting on, what’s working well and where to focus your efforts.

1 Fill out this form before you undertake any actions to get a baseline of where your organisation is sitting. Ask for feedback from staff and use human resources information.

2 Once you have implemented and completed some of your actions, fill out the form again to assess how things have changed. This will give you an understanding of the impact your implemented actions have had on your organisation and show you what areas might need more work.

Remember to share your organisation’s progress with your employees and colleagues, get their feedback and use this to refine your approach. You might also want to share what you’re doing with clients, customers and the wider community. This is also a good opportunity to acknowledge the efforts of all employees in supporting the action plan implementation, and encourage everyone to play an active role in creating a mentally healthy workplace.

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A. RATE YOUR ORGANISATION/TEAM AWARENESS OF THE FOLLOWING?

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<tr>
<th></th>
<th>Low</th>
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<tbody>
<tr>
<td>1 Mental health conditions</td>
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<td>At any given time, around one in five people in Australia is experiencing a mental health condition, most commonly anxiety and depression. Understanding the signs and symptoms is an important first step, as well as where to get support.</td>
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<td>2 Roles and responsibilities relating to mental health in the workplace</td>
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<td>Creating a mentally healthy workplace is everyone’s responsibility. Across your organisation, managers, employees, your human resources team and senior leaders all have specific roles to play.</td>
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<td>3 Benefits of mentally healthy workplaces</td>
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<td>The benefits of mentally healthy workplaces can be seen at a range of levels – individual, organisational, financial and legal. As well as being more productive, a positive working environment can improve employee morale and engagement, and reduce staff turnover.</td>
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<td>4 Your business’ commitment to a mentally healthy workplace</td>
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<td>Part of creating a mentally healthy workplace is getting your people on board. How will you communicate with your employees, clients and wider community, and get their feedback?</td>
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<td>5 Ways to reduce stigma in the workplace</td>
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<td>The stigma associated with mental health conditions often prevents people from seeking support. Do you speak openly about mental health in the workplace, as you would physical health?</td>
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Score

Low = 1  Medium = 2  High = 3

My total score is: ____________

If you scored:

5–8: Your organisation/team needs work – It can take time to understand, and then respond effectively to the mental health needs of your workforce. The responses you provided above should give you a clear indication of areas that need work. If your responses are still low after implementing an action or initiative, think about what you can change next time and if better communication with your employees around the action or initiative might help.

9–12: Your organisation/team is going well/getting better – Keep going, your employees’ awareness of the above is good so what you’re already doing is clearly going well/making a difference… but there’s always room for improvement.

13–15: Your organisation/team is doing great – Awareness of mental health is really high in your workplace. Make sure you keep doing what you are doing, to ensure awareness levels don’t drop.
B. WHAT LEVEL OF SUPPORT AND TRAINING DOES YOUR ORGANISATION PROVIDE?

6 Helping employees with mental health conditions

- Low
- Medium
- High

While most people with anxiety or depression are able to keep working, some may need changes to the workplace or their job to help them continue in their role. Employers have an important role to play in ensuring that employees are supported to remain at or return to work.

7 Helping employees have a conversation with someone they’re concerned about

- Low
- Medium
- High

Do people in your workplace feel comfortable checking in with each other? Providing emotional support is about being willing to talk about what is going on, how the person feels and their options for support.

8 Making adjustments to job role

- Low
- Medium
- High

Reasonable adjustments are changes in the workplace that can support someone with a mental health condition to stay at or return to work. Speak to the person to find out what will help. Common adjustments include allowing time off to attend appointments with health professionals, adjusting working hours, avoiding unnecessary shift changes and avoiding assigning new tasks.

9 Supporting staff with mental health conditions to stay at or return to work

- Low
- Medium
- High

A good plan to help someone stay at or return to work will provide clarity on roles, responsibilities and strategies to support their recovery. It’s important to develop the plan together, discussing any barriers to their recovery, how often to stay in touch if they are going to be absent from the workplace, and what sort of ongoing support would be helpful e.g. regular catch-ups, access to an Employee Assistance Program, a mutually agreed monitoring process for signs of relapse.

Score

- Low = 1
- Medium = 2
- High = 3

My total score is: ____________

If you scored:

- **4–6:** Your organisation/team needs work – Your organisation needs to start/continue to implement actions to increase the level of support and training you provide your staff. Enabling a supportive environment will allow your organisation to tackle mental health issues head on and your workers to be the best they can be.

- **7–9:** Your organisation/team is getting better – Your staff are comfortable/more comfortable discussing mental health and asking for help when they are struggling. The support you are providing your staff should be making a difference. You’re on the way, but there is a lot more to be done.

- **10–12:** Your organisation/team is doing great – Well done, the support and training you provide your staff is terrific. If it continues like this, your staff will be more productive, won’t take as many sick days, and will contribute to a happier workplace.
C. THINKING ABOUT YOUR ACTION PLAN PROGRESS AND YOUR WORKPLACE RIGHT NOW:

1 What is your organisation’s level of potential risk to the mental health of your staff? (Risks may include: challenging work hours, bullying, lack of role clarity, heavy workloads, poorly managed change, high physical demands, high emotional demands, demanding deadlines and targets.)

- Low
- Medium
- High

Because every workplace is unique, the number and type of risk factors can vary. Risk factors often influence each other and the likelihood of stress is greater when a number of factors combine. A key part of building supportive, productive work environments is about identifying and taking steps to address the issues causing stress.

2 What is the level of motivation and enthusiasm among your staff?

- Low
- Medium
- High

Effort levels are a good indicator of the extent to which employees are fully present, or the extent to which staff arrive at work prepared to give their best. As the mental health of your staff begins to improve, you are likely to see improvements in their level of motivation and enthusiasm.

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My total score is: ____________

If you scored:

2: Your organisation/team needs work – Consider what potential risks your workplace has and think about what actions you can start implementing to mitigate those risks. Engage with your staff around those actions so that they understand the difference you are trying to make. If you have already undertaken some actions, consider if you could change the way you are implementing your action plan to make it more successful, or if the actions you are implementing are right for your workplace.

3–4: Your organisation/team is getting better – Some of the things you are currently doing are working and some aren’t. Engage with staff to identify what’s working and what isn’t and consider what changes you can make to ensure you are reducing potential risks to mental health in the workplace.

5–6: Your organisation/team is doing great – The potential risks to your staff are low and their level of motivation and enthusiasm is high. To ensure your workplace continues going this well, keep the initiatives/processes you have in place going and improve on any you can.

TOTAL SCORE

A + B + C = your organisation/team’s total score

My total score is: ____________

Date: ____________

For more advice on creating a mentally healthy workplace visit www.headsup.org.au