



CHECKLIST FOR MENTALLY HEALTHY WORKPLACES IN 2021

HOLD A MONTHLY WORKPLACE WELL-BEING MEETING:

- Schedule it early in the new year and be sure to involve management and organisation leaders.
- Discuss matters affecting the mental health and well-being of staff.
- Review your current Well-being Plan and any necessary changes to reflect the impacts of COVID-19 including working from home challenges and return to onsite work pressures.
- If you don't have a current Well-being Plan review what's required and make plans to establish one.

EMBED A STAFF WELL-BEING PROGRAM AND CHAMPIONS:

- Your Staff Well-being Program should work hand-in-hand with management, staff and your HR practices.
- Link the Well-being Program to your Workplace Health & Safety goals and make wellness a priority for staff health and safety.
- Consider appointing staff to champion the program from within.
- Consider external supports and referral pathways such as an Employee Assistance Program (EAP) and giving staff links to external support providers.
- Talk to staff and seek their feedback; consider having a survey or feedback tool. Often the best way to understand staff and design a well-being initiative for them is to involve them in the process.

TALK ABOUT MENTAL HEALTH WITH STAFF:

- Use existing channels such as staff newsletters, staff meetings, and intranets to discuss mental health, acknowledge challenges and link to options for staff support.
- Normalise talking about mental health in the workplace. Avoid words that generate stigma. Promote positive conversations about help-seeking.
- Ensure staff know where they can go for help put up posters, send out reminders, and make it part of official organisational practice documents.
- Establish a process that will be followed if a staff member is acknowledged as having a mental health concern or is experiencing a crisis.

PROMOTE POSITIVE PROTECTIVE FACTORS:

- Encourage staff to participate in either workplace organised or out-of-work positive health and well-being practices.
- Organise staff health and well-being checks – access to doctors, nurses, and counsellors, if possible.
- Provide adequate break times, opportunities for rest and reasonable work hours.
- Generate opportunities for connection with peers socially and professionally as a means to support mental health and well-being.

ENSURE WORK-LIFE BALANCE:

- Promote flexible work arrangements and hours where possible.
- Ensure safe working hours limits are met and discuss mitigations for staff who work after hours, extended hours or shift work.
- Encourage staff to take leave, flex time or other down time afforded to them.
- Allow staff mental health days as part of personal leave when required – mental health days can be a vital as 'sick leave.'

IMPLEMENT TRAINING, EDUCATION AND SKILLS DEVELOPMENT:

- Consider improving mental health literacy by implementing Mental Health First Aid Training in your workplace.
- Already have MHFA workplace training? Make refresher training available so staff can keep their skills and accreditation up to date.