Mentally HEALTHY WORKPLACES CHECKLIST

Government of South Australia

Instructions

The Mentally Healthy Workplaces Checklist has been designed for agencies to self-assess their systems and practices against the Mentally Healthy Workplaces Framework to recognise what they already have in place, identify gaps and inform plans and actions to make improvements.

This Checklist should be completed by a group with representatives from both management and employees, such as a WHS Committee. Start with the Critical Success Factors section of the Checklist to identify if the agency has the foundations for a mentally healthy workplace.

This is a chance for agencies to honestly assess what is working well and what may be hindering employees' mental health. The most important outcome from completing the Checklist is the development of a well thought through plan which prioritises the gaps identified in this Checklist and addresses the biggest risks to the mental health of employees in the agency.

CHECKLIST   *Critical* SUCCESS FACTORS

		Status*	Comments
1	The leadership team have made a visible commitment to creating a mentally healthy workplace in writing and face to face with employees		
2	Ongoing communication and consultation occur with employees at all levels during the creation, implementation and evaluation of the agency's strategy and plan to improve workplace mental health		
3	It is clearly identified who is responsible for developing, implementing and monitoring the strategy and plan and this group should include a sponsor from the agency's leadership team and an appropriate range of expertise from within the agency		
4	A strategy has been developed and endorsed by the leadership team to support mental health that articulates the shared priorities and objectives of the agency, based on analysis of existing data and consultation with employees		
5	A clear plan to support mental health in the workplace exists which provides the details on how the strategy will be achieved, priority areas and actions at multiple levels of the agency (e.g. agency, team and individual)		
6	The agency has committed sufficient resources to implement the plan		
7	A baseline measure of employee wellness has been taken to monitor improvement over time		
	TOTAL for **Critical Success Factors**		**/ 14**

* Status Code: 0 = Not Implemented 1 = Developing 2 = Implemented

Raise AWARENESS

		Status*	Comments
8	Mental health awareness training programs are evidence based, promote recovery, encourage supportive conversations and include prevention of suicide		
9	The number of employees trained to respond to mental health disclosures and emergencies represents the size and risk factors of the agency		
10	Senior leaders have participated in training and understand the link between workplace factors and positive mental health		
11	Managers have developed skills in talking to employees about mental health and understand available workplace responses (e.g. referral pathways and reasonable adjustments to work)		
12	All employees have the opportunity to learn about common mental illnesses to reduce the stigma and improve empathy around mental illness		
13	All employees have an awareness of where and how to seek help for their mental health		
14	Information about warning signs for suicide, how to get help and what to do in the event of a suicide to support others (postvention strategies) is available for employees		
15	Employees in key roles defined by the agency (e.g. HSRs, first aid, peer support officers, contact officers) have developed skills in responding to mental health emergencies using an appropriate model e.g. Mental Health First Aid training		
	TOTAL for **Raise Awareness**		/ 16

* Status Code: 0 = Not Implemented 1 = Developing 2 = Implemented

		Status*	Comments
16	A climate survey (e.g. I WORK FOR SA - Your Voice Survey or a local agency survey) is used to identify areas of workplace culture that need to be improved and plans are implemented to address these areas		
17	Leadership and management training are available and teach leadership practices that support mental health and wellbeing		
18	Leaders and managers practice supportive leadership with their employees		
19	Managers have regular day to day interactions with employees to provide ongoing feedback, as well as formal performance discussions		
20	Teams are supported and encouraged to build positive co-worker relationships, to understand each others' strengths and skills, to work collaboratively and to support one another		
21	Respectful behaviours that are consistent with the Code of Ethics and the SA Public Sector Values and Behaviours Framework are understood by all employees and regularly discussed amongst the team		
22	Role descriptions or job and person specifications are regularly reviewed to ensure the job demands are reasonable and follow the principles of good work design (e.g. before recruitment and through the performance review process)		
23	Recruitment methods are used to assess personal competencies relevant to the position to ensure job-person fit		
24	Flexible working arrangements are actively promoted and uptake is monitored		

* **Status Code:** 0 = Not Implemented 1 = Developing 2 = Implemented

CHECKLIST   Build THE POSITIVES

		Status*	Comments
25	The impact of planned changes on employees is identified prior to the implementation of change and appropriate actions to support employees are embedded in the change plan		
26	Extra psychological support is made available to employees during organisational change and the impact on individuals with a known mental health condition is considered		
27	A process is used to identify and implement workplace actions that can support and encourage employees to improve their physical health and wellbeing (such as healthy eating, physical activity and improving sleep)		
28	Mindfulness, wellbeing and resilience programs are considered to support employees to navigate challenges more effectively		
	TOTAL for **Build The Positives**		**/ 26**

* **Status Code:** 0 = Not Implemented 1 = Developing 2 = Implemented

CHECKLIST

Prevent HARM AND MANAGE RISK

		Status*	Comments
29	The agency recognises psychosocial hazards and mental health risks as part of their Work, Health, Safety and Injury Management system		
30	The agency is clear about who will coordinate information on identifying psychosocial hazards (e.g. a committee or a specific individual)		
31	Psychosocial hazards are identified using multiple sources of data and prioritised for action		
32	Employees and teams are involved in identifying psychosocial hazards, assessing mental health risks, possible solutions, and the effectiveness of actions taken		
33	Controls for risks to mental health are implemented considering the hierarchy of controls		
34	Processes are available to report hazards to mental health early and confidentially		
35	Risks to mental health consider the workforce within the agency and their likely challenges based on factors such as gender, age and cultural background		
36	Responses to psychosocial hazards identify that a positive workplace culture and resources that support employees to perform their roles significantly reduce the risk of harm		
37	Responses to psychosocial hazards consider factors at the agency, team and individual levels		
38	The agency has embedded cultural safety into their WHS and HR management systems		
	TOTAL for **Prevent Harm and Manage Risk**		/ 20

* Status Code: 0 = Not Implemented 1 = Developing 2 = Implemented

Intervene EARLY AND SUPPORT RECOVERY

	Status*	Comments
39 Agency policies support disclosure of mental illness and enable employees experiencing a mental illness or mental health issue to make reasonable adjustments that support their ability to be at work		
40 Support to employees with a mental illness considers the coordinated involvement of Work Health and Safety, Human Resources, Injury Management and other relevant areas		
41 Teams showing signs of distress are recognised and provided with support		
42 An Employee Assistance Program (EAP) service is provided, its full range of services are widely advertised and employees are encouraged to and can access it when needed		
43 Managers understand their responsibility to respond to claims of harassment and bullying and take action		
44 The agency has clearly defined roles for supporting employees internally (e.g. peer support officers, Human Resources, Return to Work) and clear pathways for referral to external parties		
45 The agency recognises the demands on people in these support roles and provides support and training for them to fulfil these role		
46 Managers are aware of how to make appropriate referrals to healthcare practitioners		
47 Employees understand the options available to them if they believe they are being harassed or bullied and feel supported to take action		
TOTAL for **Intervene Early and Support Recovery**		**/ 18**

* Status Code: 0 = Not Implemented 1 = Developing 2 = Implemented