

Guide to developing your Mentally Healthy Workplace Strategy and Action Plan - Template 2: Assessing the current state of your workplace

Supporting tool for the Victorian Mentally Healthy
Workplaces Framework

Victorian Government



Acknowledgement of Country

We acknowledge the First Peoples of the lands and waters across Victoria and their ongoing strength in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work and pay our respect to their Elders past and present.

We recognise that poor mental health disproportionately affects First Peoples' communities. Further, there are long-lasting, far-reaching and intergenerational consequences of the dispossession of First Peoples and their Country that are a direct result of colonisation and the establishment of the State of Victoria. This history, and the systems it gave rise to, continue to harm First Peoples today. It is only through community-led approaches to supporting healing and structural transformation to enable true self-determination that we can begin to right the wrongs of the past.

Disclaimer

This guide is intended for general information and guidance purposes only and should not be considered or relied upon as an official compliance tool or advice. Using this guide does not ensure compliance with Occupational Health & Safety (OHS) regulations under the Occupational Health and Safety Act 2004. Additional resources such as those provided by WorkSafe Victoria need to be considered / adopted to abide by regulations.

While efforts have been made to ensure information presented is accurate and reliable, it is important to note that laws, regulations and requirements can change over time and may vary by jurisdiction.

This guide does not constitute legal, professional or regulatory advice. It is recommended that you consult the appropriate jurisdictional resources and consult with qualified legal or compliance professionals if you require specific compliance and regulatory guidance.

Key terms and their meaning:

Business Types: This framework has been developed for all Victorian Businesses, including sole-traders, small business, not-for-profit organisations, for profit organisations, government organisations and volunteer organisations. Either the term "**workplaces**" or "**organisations**" has been used in this framework as a catch-all to represent all different types of businesses and places where people conduct work. Unless specifically mentioned, the information provided is guidance for all Victorian business types and all workplace types, including working from home or remote work, and working outdoors.

Employment Type: This framework has been developed for all Victorians engaged in work. It recognises that people are engaged in work as full-time, part-time or casual employees, self-employed, contractors, volunteers and other types of work. The term "**worker**" has been used in this framework to represent all different ways Victorians are engaged in work. This includes all forms of work, including short term, casual, irregular or insecure work.

Acknowledgement of Lived and Living Experience

We acknowledge people with lived experience of mental ill-health and recovery and the experience of people who have been carers, families, or supporters. Some of the most powerful evidence to the Royal Commission into Victoria's Mental Health System came from the personal experience of people living with mental ill-health, their families, and carers. There has been extraordinary determination and courage as people have revisited painful memories in the hope of shaping a better future for themselves and others. We and other Victorians are deeply appreciative for this.

This website uses language to describe and discuss themes and concepts relating to mental health, but we acknowledge others might use different words to communicate their experience which are also valid.

Crisis support services

If you or someone you know or work with are experiencing a mental health crisis, please contact one of these 24 hours, 7 days services

Lifeline: 13 11 14
Suicide Call Back Service: 1300 659 467
Beyond Blue: 1300 224 636
MensLine Australia: 1300 789 978
QLife: 1800 184 527 (3pm to midnight daily)
Kids Helpline: 1800 551 800
13YARN: 13 92 76

Template 2: Assessing the current state of your workplace against your desired vision and goals for a mentally healthy workplace



Domain 1: Leadership and accountability: To enable workers to feel safe at work, leaders can role model a positive and inclusive culture by responding to worker needs quickly and highlighting psychological safety and empowerment.

What is already being done? List the things already being done by leadership which align to your vision and goals.	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.
Leaders endorse flexible working by actively supporting workers to balance competing priorities both at work and personally. A policy on flexible work arrangements also exists.	All of our team members have access to flexible working arrangements and we have the systems and processes, policies and leadership support to enable this- including for non-traditional flexible arrangements. Our people use this and value it as a way to help maintain balance and wellbeing.	Leaders actively checking-in on worker wellbeing; having proactive conversations during times of high workload/stress and helping workers navigate support options. Implementing a check-in at the start of team meetings.	Leaders don't feel confident and want more skills in being able to intervene early and better support their team members who are experiencing poor mental health at work; especially during times of high stress or when other issues impacting on peoples' mental health and wellbeing are evident.



Domain 2: Workplace culture: Workplace culture is most able to be addressed and influenced at a team level. To improve workplace culture, leaders and their teams should identify their existing strengths, what is working well and aim to expand them across the whole organisation. They should also address the gaps or barriers that are impacting progress in creating a psychologically safe and mentally healthy team culture.

What is already being done? List the things already being done through workplace culture which align to your vision and goals.	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.



Domain 3: Policies and practices: The policies, systems, processes and practices that are created by workplaces impact workers' wellbeing. It is strongly recommended that you consider both the wellbeing of workers, as well as your organisation needs and outcomes. Reviewing all policies and procedures, structures and systems through the lens of worker wellbeing and safety can ensure your organisation is creating alignment between worker experiences and your strategies / goals.

What is already being done? List the existing policies and practices which align to your vision and goals.	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.



Domain 4: Education and capability: When leaders and workers receive skills-based mental health and wellbeing training it can increase confidence and capability and improve outcomes. This includes upskilling through formal courses, capability training, accreditations, and/or having frequent conversations about psychological safety and mental health and wellbeing with colleagues. Consider whether anyone in your organisation may require training in a different format - for instance for culturally or linguistically diverse workers, or workers with a disability.

What is already being done? List the things already being done across education and capability which align to your vision and goals.	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.



Inclusion

Domain 5: Inclusion: A workplace that is mentally healthy creates a strong sense of belonging and connection for all workers. This includes being able to engage in co-design safely, without fear of humiliation or retribution for speaking openly and honestly.

What is already being done? List the things already being done to support inclusion in your workplace which align to your vision and goals	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.



Risk prevention

Domain 6: Risk prevention: Psychosocial risks are aspects of work and workplaces that have the potential to cause psychological or physical harm or injury. Investing in risk prevention - e.g. education, skills-based training, supports, processes and systems - can protect the safety, health and wellbeing of your people.

What is already being done? List the things already being done across risk prevention which align to your vision and goals.	What is working well? Of the things already being done, list the things that are working well.	What can be done better? Of the things already being done, what can be done better or amplified?	Where are the gaps? Identify the gaps that can be filled to support your mentally healthy workplace.

