Healthy Heads Simple Workplace Mental Health and Wellbeing Self-Assessment

About the simple self-assessment

This self-assessment has been designed to help you look at ways to improve mental health and wellbeing in your workplace. It's not about ticking all the boxes or meeting compliance, but about spotting areas where you can make a difference.

The aim is to help you identify which of the three levels of the Workplace Wellbeing Plan will be most helpful for you in each of the Seven Workplace Strategy Focus Areas.

Most workplaces will have a mixture of levels in different areas, for example your workplace might be at Level 3 for Leadership Capability, but at Level 1 for Support Recovery.

How to complete this self-assessment

- Begin at Build Leadership Level 1

- Answer each question with a "Yes" (Y) or "No" (N).

- If you answer "Yes" to a question, move on to the Level 2 questions for that Workplace Strategy Focus Area.

- Continue working through the levels in each Workplace Strategy Focus Area until you answer "No."

- The level at which you answer "No" indicates the appropriate level of the Workplace Wellbeing Plan to refer to for your next steps.

Healthy Heads in Trucks & Sheds

Workplace Strategy Focus Areas	Level 1	YES	NO	Level 2	YES	NO	Level 3	YES	NO
Build Leadership	Have discussions/meetings occurred regarding your workplaces' approach to mental health and wellbeing?	☐	☐	Have you/other relevant staff read the Healthy Heads Roadmap Strategy, Planner and other collateral to increase your understanding of mental health and wellbeing?	☐	☐	Are all people leaders and/or business owners aware of Healthy Heads resources?	☐	☐
	Does your senior leadership team support you in undertaking mental health and safety initiatives?	☐	☐	Have you/other relevant staff attended or scheduled mental health and wellbeing training?	☐	☐	Do you know your own and your people leaders' training needs in relation to mental health and wellbeing?	☐	☐
Build Awareness	Have you talked to people in your business about the importance of awareness raising?	☐	☐	Have you held awareness raising events?	☐	☐	Have you identified the mental health and wellbeing challenges across your business?	☐	☐
	Have you identified the most effective way(s) of sharing information about mental health and wellbeing in your business?	☐	☐	Have you shared mental health and wellbeing resources across your workplace?	☐	☐	Have you identified psychosocial hazards and commenced building a plan?	☐	☐
Better Culture	Have your workplace's company values been established and shared with the workforce?	☐	☐	Has your workplace established and/or reviewed the following policies: - Workplace culture - Values and behaviours - Reward and recognition - Management of change	☐	☐	Has your workplace established and/or reviewed the following policies: - Psychological health and safety - Bullying and harassment prevention - Disability - Equal opportunities and discrimination - Diversity and inclusion - Fatigue management	☐	☐

Workplace Strategy Focus Areas	Level 1	YES	NO	Level 2	YES	NO	Level 3	YES	NO
Smarter Work Design	Have you reviewed your workplace's job descriptions to check that information related to mental health and wellbeing is included?	☐	☐	Have you reviewed and considered the ready to use policies in the Healthy Heads Planner?	☐	☐	Has your workplace consulted with staff about work design challenges?	☐	☐
		☐	☐	Have you developed and implemented a job demands policy and role clarity expectations policy (using the templates provided if required)?	☐	☐	Does your workplace understand the specific work design challenges linked to different roles or different parts of the business? Have you developed an action plan to address these challenges?	☐	☐
Resilience and Coping	Does your workplace have mental health and wellbeing resources and supports?	☐	☐	Does your workforce know about the mental health resources and supports available to them?	☐	☐	Does your workforce talk openly about mental health and wellbeing as part of normal business?	☐	☐
Early intervention	Do your people leaders know how to support their team members' mental health and wellbeing?	☐	☐	Does your workplace have mental health 'champions' (e.g. Mental Health First Aiders or similar)?	☐	☐	Do all people leaders know how to spot early warning signs of poor mental health?	☐	☐
	Do your workers know how to support one another?	☐	☐	Do you actively promote the mental health and wellbeing resources you have?	☐	☐	Are all people leaders skilled and confident in engaging in wellbeing check-in conversations with their staff?	☐	☐
Support Recovery	Is your workplace committed to supporting return to work policies and procedures?	☐	☐	Does your workplace have a return to work policy that includes mental health (as well as physical health)?	☐	☐	Do people leaders know how to support someone to return to work after a psychological illness or injury?	☐	☐