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# Workplace Wellbeing Plan Examples

## Introduction

As part of our Planner we have created a Workplace Wellbeing Plan Template and three example Plans.

These examples have been created to assist you to build your own tailored plan, or for some, simply note where you might make a start. The plans may help you to gain understanding where your organisation is currently placed with regard to managing psychological health and safety and what your next actions might be.

## Overview

### **Workplace Wellbeing Plan 1 – Make a start**

Recommended for smaller business with limited knowledge and experience in psychological health and safety. This includes some practical tools and guidance to get you on your way.

### **Workplace Wellbeing Plan 2 – Develop and plan**

Recommended for those already on the journey to help build and grow your approach to psychological health and safety in the workplace.

### **Workplace Wellbeing Plan 3 – Implementation**

Recommended for business looking to implement effective initiatives to build a thriving workplace environment.

## Workplace Wellbeing Plan Example 1 – Make a Start

This Wellbeing Plan Example is recommended for smaller businesses and organisations where there is limited experience or exposure to managing psychological health and safety. This example suggests some initial activities, resources and actions to help guide businesses looking to gather documents and insights, to understand how psychological health and safety can be prioritised and enhanced in the workplace.

This Wellbeing Plan Example will help form your initial approach – in other words, where you might make a start. Use the [Workplace Wellbeing Plan Template](#) to create your own.

Roadmap Strategy Reference	Step	How	Plan	12 Month Timeline
<b>Leadership</b>	<p>As background, read the Healthy Heads <a href="#">People Leader Handbook</a></p> <p>Talk to key people in your business or organisation about Healthy Heads</p>	<ol style="list-style-type: none"> <li>Identify key people across the business such as: <ul style="list-style-type: none"> <li>Business owner/s</li> <li>Executives</li> <li>Supervisors</li> <li>Safety managers</li> <li>Frontline workers</li> </ul> </li> <li>Invite people to a team meeting</li> <li>Before the meeting: <ul style="list-style-type: none"> <li>Explore the <a href="#">Healthy Heads Website</a></li> <li>Read through the Healthy Heads <a href="#">Toolbox Talk No.1 – Support for all</a></li> <li>Share a link to the <a href="#">Healthy Heads website</a> with key people</li> <li>Share the <a href="#">Leadership Commitment Policy</a> with key people</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Hold a team meeting where you introduce Healthy Heads: <ul style="list-style-type: none"> <li>Present <i>Toolbox Talk No.1 – Support for all</i> (this offers background and opens the conversation about the need to look after our mental health)</li> <li>Talk about the importance of creating a psychologically healthy and safe workplace</li> </ul> </li> <li>After the meeting <ul style="list-style-type: none"> <li>Gain commitment from key people to initiate a <a href="#">Leadership Commitment Policy</a></li> </ul> </li> </ol>	

<b>Awareness</b>	Raise awareness of mental health and wellbeing across the business	<ol style="list-style-type: none"> <li>1. Talk to people in your business about the importance of awareness raising</li> <li>2. Discuss the most effective ways of sharing information in your business i.e. at events, posters onsite, electronic communication (email or intranet) or in paper form</li> </ol>	<ol style="list-style-type: none"> <li>1. Organise a mental health and wellbeing event such as:           <ul style="list-style-type: none"> <li>• An <a href="#">RUOK? in Trucks &amp; Sheds event</a></li> <li>• A wellbeing morning tea or lunch</li> <li>• Meeting and share a <a href="#">Healthy Heads toolbox talk</a></li> </ul> </li> <li>2. Share mental health and wellbeing resources across the business:           <ul style="list-style-type: none"> <li>• Circulate a link to or print and distribute the Healthy Heads <a href="#">Workforce Handbook</a></li> <li>• Encourage staff to download the <a href="#">Healthy Heads App</a></li> </ul> </li> </ol>	
<b>Workplace Culture</b>	Identify company values and promote across the business.	<ol style="list-style-type: none"> <li>1. Identify current company values</li> </ol> <p>If no established values:</p> <ol style="list-style-type: none"> <li>1. Take a look at the <a href="#">Values Behaviours Tip Sheet</a></li> <li>2. Send Tip Sheet to key people</li> <li>3. Book a meeting with key people to discuss values</li> </ol>	<ol style="list-style-type: none"> <li>1. Print values and place around the business (e.g., hallways, lunch spaces, change rooms)</li> <li>2. With the identified leaders, show values by:           <ul style="list-style-type: none"> <li>• Encouraging them to be transparent, open, respectful and fair when chatting with their colleagues</li> </ul> </li> <li>3. Encourage all to share the values and lead by example</li> </ol> <p>If no established values:</p> <ol style="list-style-type: none"> <li>4. Take time to meet with relevant people to discuss and identify company values</li> <li>5. Once identified and agreed, follow steps 1, 2 and 3 above</li> </ol>	

<b>Work Design</b>	<p>Take a look at your job descriptions across the business.</p>	<ol style="list-style-type: none"> <li>1. Find job descriptions across the business</li> <li>2. Read job descriptions (if it is a large company, choose a small number of job descriptions from each area as a sample)</li> </ol>	<ol style="list-style-type: none"> <li>1. With the job descriptions, check if information around the following topics is covered and make a list of any of the topics below which are <b>not</b> covered: <ul style="list-style-type: none"> <li>• Work schedules</li> <li>• Shift work</li> <li>• Role clarity and expectations for positions</li> </ul> </li> <li>1. Read the <a href="#">Job demands policy</a> and <a href="#">Role clarity and expectations policy</a></li> <li>2. Consider the goals in these policies</li> <li>3. Share these policies with key people and hold a discussion regarding required actions</li> </ol>	
<b>Resilience and Coping Skills</b>	<p>Review your existing mental health and wellbeing programs and resources.</p>	<p>Identify current help, awareness and support resources that are accessible for staff.</p> <p>If none or minimal:</p> <ul style="list-style-type: none"> <li>• Consider <a href="#">training and education opportunities offered via Healthy Heads</a></li> <li>• Consider displaying information about how staff can access support services (in key areas of the workplace)</li> </ul>	<ol style="list-style-type: none"> <li>1. Make a list of training and education opportunities that you would like your business to have access to: <ul style="list-style-type: none"> <li>• Share this list with key leaders</li> <li>• Make a plan to trial a couple of relevant courses</li> </ul> </li> <li>2. Display a <a href="#">Healthy Heads App poster</a> with QR code in bathrooms, change rooms and break rooms</li> <li>3. Recommend that everyone in the business downloads the <a href="#">Healthy Heads App</a> so that they have a link to support services at hand</li> </ol>	

<b>Early Intervention</b>	<p>Encourage people to have wellbeing conversations.</p>	<ol style="list-style-type: none"> <li>1. With your relevant people share the Healthy Heads links: <ul style="list-style-type: none"> <li>• <a href="#">Starting a conversation resource</a></li> <li>• <a href="#">R U OK? Resource</a></li> <li>• <a href="#">Beyond Blue Resource</a></li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Encourage relevant people to read the Healthy Heads links: <ul style="list-style-type: none"> <li>• Asking for Help resource</li> <li>• <a href="#">Starting a conversation resource</a></li> <li>• <a href="#">R U OK? Resource</a></li> <li>• <a href="#">Beyond Blue Resource</a></li> </ul> </li> <li>2. Encourage leaders/ supervisors/ managers to include wellbeing check-ins every month with themselves and their colleagues</li> <li>3. Send these key people a link to the <a href="#">Healthy Heads Wellbeing Conversations Tip Sheet</a></li> </ol>	
<b>Support Recovery</b>	<p>Commitment from organisation to adhere and commit to Return-to-Work (RTW) policies and procedures to protect the rights of workers suffering any injury.</p>	<ol style="list-style-type: none"> <li>1. Read the Healthy Heads <a href="#">Return to Work Policy</a> and share with key people</li> <li>1. Consider the goals in the Healthy Heads Return to Work <a href="#">Policy</a></li> <li>2. Identify if there are existing company RTW policies and procedures</li> </ol>	<ol style="list-style-type: none"> <li>1. Read the existing RTW policies</li> <li>2. If no existing policy, go to the Healthy Heads <a href="#">Return to Work Policy</a></li> <li>3. Gain commitment from the identified leaders to support and promote the RTW initiative via signing the Healthy Heads <a href="#">Return to Work Policy</a>.</li> </ol>	

## Workplace Wellbeing Plan Example 2 – Develop and plan

For organisations that have already implemented some psychological health and safety initiatives, Workplace Wellbeing Plan Example 2, may be a good starting point or an opportunity to analyse your current actions and look to build and grow your approach.

Alternatively, you might combine elements of Example 1 and 2 or look to progress from Example 1 to Example 2 over a suitable period of time.

Workplace Wellbeing Plan Example 2 is centred around increasing awareness and knowledge. The Planner offers suggestions and guidance to help you achieve increased awareness for team leaders and for all staff across the business. This example aims to assist you to shape strong and effective initiatives.

Roadmap Strategy Reference	Step	How	Plan	12 Month Timeline
Leadership	Increase personal knowledge and the knowledge of your team	<ol style="list-style-type: none"> <li>1. Read the Healthy Heads <a href="#">People Leader Handbook</a> and share with people in identified roles and team leaders</li> <li>2. Choose a <a href="#">training course</a> to complete from the Healthy Heads Website</li> <li>3. Consider key people in the organisation that should be prioritised to complete relevant training courses</li> </ol>	<ol style="list-style-type: none"> <li>1. Download the <a href="#">People Leader Handbook from Healthy Heads website</a></li> <li>2. Book identified team leaders and team members into e.g., <a href="#">Managing for Team Wellbeing with Black Dog Institute</a> or <a href="#">Accidental Counsellor with Lifeline</a></li> </ol>	

## Awareness

Raise awareness of mental health and wellbeing across the business

1. Organise a mental health and wellbeing event such as:
  - [Hold an R U OK? in Trucks and Sheds](#) event in May
  - A wellbeing morning tea or lunch
  - A toolbox talk
2. Share mental health and wellbeing resources across the business such as the [Healthy Heads multilingual wellbeing resources](#)
3. Organise for all staff to complete online mental health awareness training
4. Encourage people leaders to consider more comprehensive mental health training options

1. Set a date and time to run an event for all staff members to attend:
  - R U OK? Event and encourage all to download the [R U OK? in Trucks and Sheds workplace resources](#) from the Healthy Heads website
2. Plan a wellbeing event and provide morning tea or lunch
3. Include the series of [Healthy Heads toolbox talks](#) at morning teas, team meetings or in regular safety talks

At events you could:

- Share a Healthy Heads mental health toolbox talk
- Provide all staff with a copy of the [Healthy Heads Workforce Handbook](#) or R U OK? in Trucks & Sheds Conversation Guide
- Encourage all staff to download the [Healthy Heads App](#)
- 4. Encourage all staff to complete the Lifeline [Mental Health and Wellbeing in the Road Transport, Warehousing & Logistics Sector](#) online training

Or

[Your Mental Health at Work](#) (with Black Dog Institute, online or face to face)

For people leaders/supervisors:

[Managing for Team Wellbeing](#) with Black Dog Institute

After awareness raising events, follow up by:

Displaying the [Healthy Heads App poster](#) with QR code in break areas, change rooms and bathrooms

- Display the [Healthy Heads multilingual posters](#) in English and other languages, offering information about the importance of balance, staying connected and seeking support
- Share the [Healthy Heads promotional resources](#) on your website, intranet or social media offering e.g. self-care tips
- Share the [Healthy Heads Nutrition resources](#), posters and social media tiles

<b>Workplace culture</b>	Consider the Healthy Heads workplace culture policy templates	<ol style="list-style-type: none"> <li>1. Download the <a href="#">ready to use policies</a> and consider applying these to your business</li> </ol>	<ol style="list-style-type: none"> <li>1. Read the policies and templates:           <ul style="list-style-type: none"> <li>• <a href="#">Better workplace culture policy</a></li> <li>• <a href="#">Management of change template</a></li> <li>• <a href="#">Reward and recognition policy</a></li> <li>• <a href="#">Values behaviour template</a></li> </ul> </li> <li>2. Consider if these are relevant/applicable to your business size, team size and context</li> <li>3. Discuss applying these policies and procedures to your business with people in key roles</li> </ol>	
<b>Work design</b>	Consider the Healthy Heads work design policy templates	<ol style="list-style-type: none"> <li>1. Download the <a href="#">ready to use policies</a> and consider applying these to our business</li> </ol>	<ol style="list-style-type: none"> <li>1. Read the policies           <ul style="list-style-type: none"> <li>• <a href="#">Job demands policy</a></li> <li>• <a href="#">Role clarity expectations policy</a></li> </ul> </li> <li>2. Take a look at the goals in these policies</li> <li>3. Are these relevant to your business?</li> <li>4. Should you apply these policies?           <ul style="list-style-type: none"> <li>• Do they fit your organisation?</li> <li>• Is there anything in particular missing from the proforma policy that would be required in your organisation?</li> </ul> </li> </ol>	

## Resilience and coping skills

Make sure everyone in your business is aware of ways they can access help and support.

1. Download the My organisational tools list from link at [Story 1. Peter](#). Refer to the 'Additional resources' section for a list of support organisations
2. Download the [Healthy Heads tip sheets](#) and consider applying these actions and procedures in your business

1. Display a [Healthy Heads App poster](#) with QR code in bathrooms, lunch rooms and on information boards
2. Recommend that everyone in the business downloads the [Healthy Heads App](#) so that they have a link to support services at hand
3. Read the tip sheets
  - [Isolation connection](#)
  - [Trauma and critical incidents](#)
  - [Workload time management](#)
  - [Fatigue](#)
4. Consider how you can better understand, consult, assess and manage these psychosocial hazards in your business

<b>Early intervention</b>	Promote self-care, provide access to tools and resources and links to further support.	<ol style="list-style-type: none"> <li>1. Share the following with the whole organisation:           <ul style="list-style-type: none"> <li>• <a href="#">Healthy Heads Workforce Handbook</a></li> <li>• <a href="#">Healthy Heads multilingual resources/animation video</a></li> </ul> </li> <li>2. Consider training people in key roles in <a href="#">Mental Health First Aid</a>, <a href="#">Accidental Counsellor</a> or <a href="#">Managing for Team Wellbeing</a></li> </ol>	<ol style="list-style-type: none"> <li>1. Provide everyone with a copy of the <a href="#">Workforce Handbook</a> either electronically or in print</li> <li>2. Share a link to the <a href="#">Healthy Heads multilingual animation videos and Healthy Heads webinars</a></li> <li>3. Conduct a basic knowledge or skills assessment among your teams and identify key people for <a href="#">relevant industry tailored training courses</a> in order to increase knowledge and confidence to offer support</li> </ol>	
<b>Support recovery</b>	Consider the <a href="#">Healthy Heads Return to Work Policy</a> .	<ol style="list-style-type: none"> <li>1. Download the policy and consider applying to your business</li> <li>2. Read <a href="#">Healthy Heads Guidelines for Mental Health and Wellbeing</a> – Support Recovery (pg. 73)</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase awareness of how to support a staff member to return to work following a period of leave from a mental health condition</li> <li>2. Consider key people for relevant industry tailored training courses in order to better support people with mental health conditions i.e. <a href="#">Mental Health First Aid</a>.</li> </ol>	

## Workplace Wellbeing Plan Example 3 – Implementation

This Wellbeing Plan is centered around increasing awareness and knowledge to enable the implementation of psychological health and safety initiatives. The example plan has a series of suggestions included; these are designed to help guide the implementation process with the organisation’s team leaders.

This example offers more detailed guidance to help demonstrate how you can implement effective initiatives to build a thriving workplace environment.

Roadmap Strategy Reference	Step	How	Plan	12 Month Timeline
<b>Leadership</b>	Increase awareness around Healthy Heads and identify training needs from the organisation’s team leaders.	<ol style="list-style-type: none"> <li>1. Download and read <a href="#">National Mental Health and Wellbeing Roadmap</a></li> <li>2. Share the <a href="#">Healthy Heads website</a> with team leaders</li> <li>3. Share the Healthy Heads Roadmap with team leaders</li> <li>4. Identify what the team leader training needs are</li> <li>5. Explore the <a href="#">Healthy Heads industry tailored training options</a></li> </ol> <p>See more action in <a href="#">the Healthy Heads Guidelines</a> (pg 19 – Build leadership capability)</p>	<ol style="list-style-type: none"> <li>1. Organise a team meeting with team leaders: <ul style="list-style-type: none"> <li>• Gather their thoughts around the Healthy Heads Roadmap and Guidelines</li> <li>• Have a chat about the education and training they need, some options include: <ul style="list-style-type: none"> <li>- <a href="#">Mind Your Mates</a></li> <li>- <a href="#">Accidental Counsellor</a></li> <li>- <a href="#">Communicating about mental health and suicide</a></li> <li>- <a href="#">Mental Health First Aid</a></li> </ul> </li> </ul> </li> </ol>	

## Awareness

Identify mental health and well-being challenges across the business.

1. Hold group sessions to explore and identify what mental health and wellbeing programs/ resources are needed across the business
2. Consider using the Self-assessment tables and the Action plan template provided in the [Healthy Heads Guidelines for Mental Health and Wellbeing Strategies](#) to record your challenges and build a plan
3. Refer to the [Model Code of Practice: Managing psychosocial hazards at work](#)

And

Refer to your [state/territory WHS regulator](#) relevant to where your business operates

See more actions in the [Healthy Heads Guidelines](#) (pg 27 – Increase awareness)

1. Organise small groups of 4 to 6 people across the business (*if there is capacity, hold multiple groups*) to explore:
  - Risk factors for mental health and wellbeing (use the [Healthy Heads Psychosocial Hazards in the Workplace Tip Sheet](#) to see example hazards and controls)
  - Identify common signs and symptoms of mental health concerns
  - Explore if individuals are familiar with the organisational internal and external resources and support
  - Share Healthy Heads resources to prompt ideas
2. Collate the results and make a plan regarding which training courses to run
  - Explore the [industry tailored courses](#) offered via the Healthy Heads website

## Workplace culture

Identify existing company policies and procedures.

1. Take a look at your database to find existing policies and procedures
2. Speak to relevant people to find existing policies and procedures

See more actions in the [Healthy Heads Guidelines](#) (pg 34 – Build a better workplace culture)

1. In your organisation, identify which legislative requirements are covered (*examples from the list below*)

- Workplace psychological health safety and wellbeing
- Bullying and harassment prevention
- Disability
- Equal opportunity and anti-discrimination
- Diversity and inclusion
- Fatigue management

2. Collate and review all documents

If no established workplace values:

Download the Healthy Heads [Values and behaviours Tip Sheet](#)

3. Book a meeting with key people to discuss values
4. Agree on and establish values
5. Share these values with everyone in the organisation

Consider:

- Sending an email from the CEO highlighting these values along with resources available, training options for employees and opportunities to offer feedback on how to enhance workplace mental health across the business

## Work design

Take a look at the work design of the business.

1. Hold small group sessions to explore how to create a smarter work design
2. Share results with people in relevant roles to co-design an action plan
  1. Consider using the self-assessment tables and the Action plan template provided in the [Healthy Heads Guidelines](#) to record your challenges and build a plan
1. Organise small groups of 4 to 6 people across the business (*if there is capacity hold multiple groups*) to discuss the following:
  - Level of autonomy and decision making in peoples' work
  - Explore work variety, learning opportunities, feedback, and social groups
2. Gather all the results together and look for themes and areas of strength and development
3. Make a plan of what actions to take
4. Refer to the Healthy Heads [Healthy Heads Guidelines](#) for recommended actions (pg 42 – Smarter work design)
5. Present the action plan to relevant people
6. Gain commitment to implement action plan

## Resilience and coping skills

Encourage everyone across the business to raise awareness around mental health and wellbeing.

1. [R U OK? in Trucks & Sheds - Healthy Heads](#)
2. Share [Healthy Heads resources](#) across the business
3. Hold small sessions to raise the awareness of mental health and wellbeing
4. Implement targeted training programs according to specific risk factors in your business

See more actions in the [Healthy Heads Guidelines](#) (pg 55 – Build resilience and coping skills)

1. Send an email inviting all people across the business to take 5 to 10 minutes to [read the industry RUOK? stories'](#)
2. Organise wellbeing sessions which could include:
  - 15-minute wellbeing walks
  - Wellbeing toolbox talks
  - Small groups of 4 to 6 people across the business to share stories about what they do to help their mental health and wellbeing
3. Build specific skills through targeted training in areas such as:
  - Fatigue management
  - Stress management
  - Connecting with others
  - Workload and time management
  - [Nutrition and wellbeing](#)

## Early intervention

Promote self-care and wellbeing via sharing of tools and resources across the business.

1. Share resources across the business:
  - [Healthy Heads multilingual resources](#)
  - [Healthy Heads Handbooks](#)
  - [RUOK? How to ask?](#)
  - [Beyond Blue How to talk to someone](#)
  - [Healthy Heads Wellbeing conversations tip sheet \(for people leaders/supervisors\)](#)
  - [RUOK? in Trucks and Sheds workplace resources](#)
  - [Work and mental health resources from Beyond Blue](#)
  - [Black Dog Institute Workplace Programs and Services Workplace Mental Health Training - Black Dog Institute | Better Mental Health](#)

See more actions in the [Healthy Heads Guidelines](#) pg.64 – Early Intervention

1. Send everyone across the business links to information and resources that best suit your context/people
  - Provide clear ways all staff can train and upskill in mental health and wellbeing i.e.:
  - Ensure all staff are aware of Mental Health First Aiders and how to approach them
  - Train leaders to spot early warning signs and have effective early intervention conversation via [industry tailored training courses](#)
  - Establish system of regular wellbeing check-ins amongst teams
  - Ensure all staff members know where to access their company Employee Assistance Program (EAP)
  - Ensure all staff are aware of the Critical Incident Response protocols

## Support recovery

Enhance Return-to Work (RTW) Policies and procedures to protect the rights of workers suffering any injury.

1. Identify your existing organisational RTW policies
2. Consider areas you wish to rewrite and improve on within your current organisational RTW policies and procedures
3. Ensure people leaders have training and skills required to support RTW initiatives

1. Read the companies RTW policies
2. Read through [Healthy Heads Guidelines – Support Recovery](#) (pg. 73)
3. Write down areas you wish to rewrite and improve on within your current organisational RTW policies and procedures
4. Consider the [Healthy Heads Return to Work Policy](#)
5. Create a list of required training for people leaders
6. Implement an action plan to update or apply additional policies and procedures and ensure people leaders have appropriate skills and knowledge