

Mentally Healthy Workplaces framework checklist

Purpose: Use this checklist to plan, assign, evidence and monitor implementation of the framework. Mark each task when completed and record supporting evidence or follow-up actions.

Agency/work area:		Review date:	
Checklist owner:		Next review date:	

1. Raise awareness

Done	No.	Discrete task	Owner	Due date	Evidence / comments / follow-up
☐	1.1	Integrate psychosocial safety responsibilities into the agency work health and safety management system.			
☐	1.2	Document and communicate psychologically safe speaking-up, consultation, reporting and support pathways to all employees.			
☐	1.3	Provide suicide prevention awareness covering warning signs and available support pathways.			
☐	1.4	Document and communicate postvention response arrangements following a suicide or suspected suicide.			
☐	1.5	Provide learning or guidance on cultural safety, anti-racism and inclusive workplace behaviours.			
☐	1.6	Review activities to raise awareness and employee feedback to identify gaps and improvement actions.			

2. Promote the positive

Done	No.	Discrete task	Owner	Due date	Evidence / comments / follow-up
☐	2.1	Communicate expected workplace behaviours based public sector values			
☐	2.2	Review roles and work systems against good work design principles			
☐	2.3	Record and implement actions arising from good work design reviews.			
☐	2.4	Provide leaders and managers with development on supportive management practices.			
☐	2.5	Check that employees are receiving feedback, recognition and performance conversations regularly and as intended.			
☐	2.6	Implement team practices that support collaboration, inclusion and peer support.			
☐	2.7	Apply a structured change management process that includes consultation with affected employees.			
☐	2.8	Provide timely information and practical support to employees affected by organisational change.			
☐	2.9	Promote and provide access to initiatives that support physical health and wellbeing.			
☐	2.10	Review participation and feedback on positive workplace initiatives and record improvement actions.			

3. Protect from harm

Done	No.	Discrete task	Owner	Due date	Evidence / comments / follow-up
☐	3.1	Include psychosocial risk management in WHS governance and reporting processes.			
☐	3.2	Assign clear accountability for psychosocial hazard identification, risk assessment, control and review.			
☐	3.3	Consult employees and teams when identifying psychosocial hazards			
☐	3.4	Consult employees and teams when assessing psychosocial risks.			
☐	3.5	Consult employees and teams when designing and reviewing control measures.			
☐	3.6	Collect psychosocial hazard information from multiple sources, including surveys, incident reports and employee consultation.			
☐	3.7	Record identified psychosocial hazards in the appropriate risk or hazard register.			
☐	3.8	Assess each identified psychosocial risk using the agency risk assessment process.			
☐	3.9	Prioritise risks according to their assessed impact and urgency.			
☐	3.10	Select controls using the hierarchy of controls, with priority given to work design and system-level controls.			
☐	3.11	Assign an owner and due date to each agreed control action.			
☐	3.12	Implement agreed psychosocial risk controls.			
☐	3.13	Monitor whether control actions have been completed.			
☐	3.14	Review whether implemented controls are effective and record any further action required.			
☐	3.15	Report psychosocial risk trends, controls and outstanding actions through WHS governance channels.			

4. Respond early

Done	No.	Discrete task	Owner	Due date	Evidence / comments / follow-up
☐	4.1	Train managers to promote psychological safety and recognise signs that an employee may need support.			
☐	4.2	Provide managers with clear guidance for responding to concerns, disclosures and signs of distress.			
☐	4.3	Publish current information about employee assistance, wellbeing and mental health support services.			
☐	4.4	Check that support services are confidential, accessible and communicated to employees.			
☐	4.5	Document confidential reporting pathways for psychosocial hazards, incidents and workplace concerns.			
☐	4.6	Define and communicate escalation pathways and response timeframes for reported concerns.			
☐	4.7	Develop tailored recovery and return-to-work plans for employees who require them.			
☐	4.8	Consider and document reasonable workplace adjustments in consultation with the employee.			
☐	4.9	Maintain appropriate ongoing communication during recovery and return to work.			
☐	4.10	Monitor recovery and return-to-work outcomes and adjust support where required.			
☐	4.11	Seek employee feedback on their experience of reporting, support, recovery and return to work.			
☐	4.12	Monitor outcomes and learn from employee experiences to continuously improve support systems			