








Mental Wellbeing Checklist



Please complete the below checklist to assess what your workplace is currently doing towards promoting mental wellbeing. If you answer no to any of these questions, we recommend adding that activity into your Action and Evaluation Plan.

Organisational	Yes	Partially	No
Develop/Implement Mental Wellbeing Policy			
Does your workplace have a mental wellbeing policy or include a mental wellbeing in a workplace wellbeing policy?			
Does your policy:			
<ul style="list-style-type: none"> reinforce relevant health and safety, employment and human rights legislation? 			
<ul style="list-style-type: none"> reinforce that mental wellbeing is more than being free of mental illness? 			
<ul style="list-style-type: none"> emphasise importance of training for managers to identify individuals at risk of mental wellbeing problems? 			
<ul style="list-style-type: none"> outline procedures to support staff at risk of mental wellbeing problems? 			
<ul style="list-style-type: none"> emphasise the importance of a positive and inclusive workplace culture where staff can flourish?  			
<ul style="list-style-type: none"> state your position on a bullying and harassment free work environment?  			
<ul style="list-style-type: none"> consider flexible working hours and staff roster systems?  			
<ul style="list-style-type: none"> outline procedures for dealing with issues relating to grievance, conflict or stress? 			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Create a supportive workplace culture			
Does your workplace provide peer or management mentoring, or support systems?			
Does your workplace have clear communication and constructive feedback systems in place? 			
Does your workplace have flexible working hours?			
Is the staff roster circulated in advance?			
Does your workplace ensure all staff have a clear job design (e.g. task			



Mental Wellbeing Checklist


allocation, shift work scheduling, work hours) arrangements?			
Does your workplace provide adequate resources (right equipment and training, adequate staffing and supportive management) for staff to do their work, free from stress?			
Does your workplace provide staff recognition and encouragement?			
Include mental wellbeing information at inductions			
Is mental wellbeing information included in staff inductions?			
Involve all staff and managers in mental wellbeing actions			
Are staff and managers involved in identifying how your workplace can support mental wellbeing?			
Are management supported and trained to identify mental health issues and confident discussing mental health matters with staff?			
Do management lead by example and model a good work-life balance?			

Environmental	Yes	Partially	No
Provide work environment that promotes mental wellbeing			
Does your workplace ensure working conditions do not increased stress (e.g. cleanliness, noise, light, temperature and other hazards)?			
Is there space for a private conversation?			
Does your workplace ensure a pleasant work environment (e.g. incorporate plants, colour, outdoor space or other calming features)?			
Provide supportive environment for mental wellbeing			
Does your workplace provide opportunities for staff to communicate issues relating to work?			
Does your workplace provide adequate resources (right equipment and training, adequate staffing and supportive management) for staff to their work, free from stress?			
Does your workplace incorporate mental wellbeing strategies such as the Five Ways to Wellbeing?			
Prominently display messages on mental wellbeing			
Does your workplace prominently display messages promoting mental wellbeing?			

Individual	Yes	Partially	No
Provide opportunities for mental wellbeing knowledge development			
Does your workplace provide information on mental wellbeing and mental			



Mental Wellbeing Checklist

illness?			
Does your workplace promote strategies to improve mental wellbeing and reduce stress e.g. Five Ways to Wellbeing?			
Provide opportunities for mental wellbeing skill development			
Does your workplace offer or promote opportunities to support mental wellbeing, including:			
▪ communication, social interaction and team building?			
▪ continued learning and personal growth?			
▪ support services available or have an Employee Assistance Programme?			
▪ mental wellbeing events e.g. Mental Health Awareness Week?			
Extend mental wellbeing support to family of staff			
Does your workplace provide mental health information or support for family of staff?			
Does your workplace raise awareness of domestic violence and the support services available?			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting mental wellbeing in your workplace, go to:
www.workwell.health.nz/workwell_mental_health_and_wellbeing