# Workplace wellbeing plan

*In conjunction with the personal wellbeing plan, this plan aims to support small business owners who employ staff to develop a plan to improve the wellbeing of their staff.*

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| **Step** | **Description** | **Plan** |
| **1.**Set up a leadership group | The business owner should either oversee the plan themselves or ideally, involve a small group of employees to assist with developing and implementing the plan.  | List the skills that will be valuable and the individuals who can provide them: |
| **2.**Identify the needs of the business | As a starting point, find out how the business is currently performing with the wellbeing of employees. Refer to any historical data or anecdotal evidence:* absenteeism/sick leave rates
* workers compensation claims, particularly involving stress claims (if any)
* any bullying and harassment complaints
* staff turnover (do employees come and go frequently?)
* any feedback from employee performance reviews.
 | Techniques for identifying needs to include:  |

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| 3.**Identify risks and potential improvements that will enhance the wellbeing of your employees**  | After assessing your current situation, identify specific risks to employee wellbeing that need to be addressed and potential improvements to make the workplace more mentally healthy. Consult with your employees and: * rank the identified options by level of importance to the workplace
* rank by the perceived will of your employees to embrace them
* narrow the list down to perhaps five key objectives
* describe the outcome you are looking to achieve e.g. less constant high intensity work, clarification of job roles, support to meet family commitments.

Try to establish how you will measure, after you’ve taken action, whether the objective is being achieved. | Potential risks to be addressed and improvements for inclusion in your plan this year:  |

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| 4.Establish actions that will address risks and enhance wellbeing of your employees | Identify the actions that will help deliver the outcomes you have prioritised in Step 3. Depending on what you prioritise, actions might include:* educate yourself about the causes of [work-related stress](https://www.headsup.org.au/healthy-workplaces/workplace-stressors) and actions you can take to reduce it. Identify staff who may be at greater risk (e.g. young or new workers)
* greet staff every day and foster a welcoming and accepting workplace culture
* have regular one-to-one meetings. Even if you work in a close-knit team where everything is discussed, it’s still important to allow staff to speak in confidence to you
* let staff have a say in how their own work should be done and decisions that concern their work
* ensure every staff member has a position description which accurately describes their roles and responsibilities and ensure this is updated as needed
* if possible, offer flexibility in working arrangements (e.g. start and finishing times and working from home). Often changes are small, inexpensive and are very specific to an individual (e.g. an employee may ask to leave early one night a week so they can play a team sport)
* encourage staff to take regular breaks and lead by example (e.g. take a lunch break)
* model respectful, supportive behaviours in the workplace and encourage staff to share their concerns about conflict or inappropriate behaviours at an early stage
* thank staff regularly for their contributions in person, or via phone, text or email (e.g. for a specific task they have done, or a difficult situation they have dealt with)
* spend time as a team for non-work reasons – this could be a morning tea or a BBQ out of work hours. This could also involve family members.
 | Priority actions to address risk areas and potential initiatives to improve the workplace:  |
| 5.Support staff with mental health conditions | As the owner of the organisation you should address the needs of those you employ who are working with a mental health condition, respecting any requests for privacy. Consult Beyond Blue’s [*Managing someone with a mental health condition*](https://www.headsup.org.au/docs/default-source/resources/bl1235-managing-someone-with-a-mental-health-condition.pdf?sfvrsn=2) fact sheet to assist you to effectively manage employees who are working with a mental health condition. | Decisions taken to manage relevant staff: |
| 6.Monitor actions, review and improve the plan | Confirm that the plan has been implemented, review results and assess learnings for future plan development.* Check that actions have been established and the plan is being implemented by the right people. Through simple questionnaires or through formal or informal discussions:
* periodically assess if you are heading towards achieving the measurement of success you established
* work out what’s working and what might need some refinement and adjust accordingly.
* The plan needs to evolve and respond to changes in the workplace.

You should look to add to the improvements to your business section (Step 3) by referring back to your earlier plan development and matters raised in subsequent leadership group meetings. | Measurable achievements and adjustments to the plan for the future: |