

Mentally Healthier Workplaces Self-Assessment Tool

Welcome to the Mentally Healthier Workplaces self-assessment tool. This tool is divided into six action areas, with a total of 39 questions. It will take appropriately 30 minutes for you to complete. You may opt to save and return to the survey later if you are unable to complete it in one sitting.

You will receive a score for each action area as you complete them, with detailed feedback and suggestions for how your workplace can get started, improve or excel against each action area at the end of the self-assessment. This feedback will assist you to complete your action plan.

Your organisation and score details will be forwarded to Healthier Work so that we know you have started your journey and can provide you with tailored support. WorkSafe ACT may also use your de-identified data for research and benchmarking purposes only.

Please tell us about yourself and your organisation so that we can match your self-assessment tool to your pledge. If you have not yet submitted your pledge, please do so [here](#). (Note: participation in the pledge program is only available to businesses located in the Australian Capital Territory.)

About you

First name* _____ Last name* _____

Telephone* _____ Email* _____

Job Title* _____

About your Organisation/Business

Organisation/Business name* _____

Suburb/city* _____ State* _____ Postcode* _____

Organisation/Business size* (drop down option box)

- Micro (1 to 5)
- Small (6 to 19)
- Medium (20 to 49)
- Large (50 to 199)
- Enterprise (200+)

Number of employees in the Australian Capital Territory _____

Sector* (drop down option box)

- Private
- Public
- Not-for-Profit, religious, or community organisation
- Something else (please specify) _____

Sub Sector* (drop down option box)

- | | |
|--|---|
| <input type="radio"/> Accommodation and food services | <input type="radio"/> Mining |
| <input type="radio"/> Administrative and support services | <input type="radio"/> Manufacturing |
| <input type="radio"/> Agriculture, forestry & fishing | <input type="radio"/> Professional, scientific and technical services |
| <input type="radio"/> Arts and recreation services | <input type="radio"/> Public administration and safety |
| <input type="radio"/> Construction | <input type="radio"/> Rental, hiring and real estate services |
| <input type="radio"/> Education and training | <input type="radio"/> Retail trade |
| <input type="radio"/> Electricity, Gas, Water and Waste Services | <input type="radio"/> Transport, postal and warehousing |
| <input type="radio"/> Health care and social assistance | <input type="radio"/> Wholesale trade |
| <input type="radio"/> Information media and telecommunications | <input type="radio"/> Other services |

Acknowledgement: This tool has been adapted with permission from the Instinct and Reason (2017) Mentally Healthy Workplaces NSW Benchmarking Tool, prepared for SafeWork NSW (available [here](#))

Disclaimer: This tool does not constitute a formal work health and safety assessment and should not be regarded as such. Should a user have any specific health issues or other work health and safety concerns, a formal work health and safety assessment should be requested. Compliance with the information or material in this tool does not relieve users of their legislative obligations. Any information or material given is done on the basis that users will make their own independent assessment of what action is necessary to ensure compliance with legislation.

WorkSafe ACT hereby expressly excludes any liability to a user for damages incurred as a result of reliance upon the information contained in this tool, or from any self-assessment conducted by a user. WorkSafe ACT disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs a user might incur as a result of information contained in this tool being inaccurate or incomplete in any way or for the conduct of any self-assessment by the user.

ACTION AREA 1 - Design jobs to minimise harm

1. My workplace designs job tasks with consideration to how people exert their bodies and minds to achieve tasks.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, embedded across the business, it is tailored and continuously improved
2. My workplace designs job tasks and activities with consideration to the needs and capabilities of the people involved.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, embedded across the business, tailored and continuously improved
3. My workplace has processes/ systems/ procedures aimed at preventing workplace illnesses and injuries, giving consideration to workers' mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
4. In my workplace, managers proactively monitor and adjust the design of jobs to minimise risks to mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

5. My workplace provides training that directly relates to people's jobs.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, tailored and continuously improved

6. My workplace provides the appropriate tools and equipment to enable people to undertake their jobs.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, tailored and continuously improved

7. In my workplace, managers consult / collaborate with workers to identify hazards, including mental health hazards, to inform workplace health and safety strategies.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

8. In my workplace, the types of work health and safety (WHS) hazards, incidents and injuries are recorded / measured, giving consideration to mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

9. My workplace's WHS systems/ procedures/ processes are informed by organisational data (e.g. hazard reporting, exit interviews, minutes from meetings, workload reviews).
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, embedded across the business, it is tailored and continuously improved

10. My workplace has key performance indicators (KPIs) for WHS, giving consideration to workers' mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

Action area 1 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

You will receive detailed feedback on all action areas on completion of the tool

ACTION AREA 2 - Promote protective factors

1. In my workplace, managers are engaged in worker safety and wellbeing, including their mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
2. In my workplace, the safety culture is everyone's responsibility, including when it comes to mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
3. My workplace ensures there is organisational justice, e.g. it has fair and transparent processes.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
4. In my workplace, there is reasonable flexibility on where, when and how work is performed.
 1. No/Not sure
 2. Some consideration
 3. Only considers when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
5. In my workplace, there is training that builds leaders' capability to promote and manage the health of workers, including their mental health.
 1. No/Not sure
 2. Some consideration to mental health

3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
6. My workplace provides compulsory induction training that covers mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
7. My workplace provides training to increase worker awareness of workplace risks, including mental health risks.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
8. My workplace provides guidance (privately and respectfully) to workers regarding how to improve performance.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
9. In my workplace, roles and responsibilities are regularly reviewed through discussions between workers and their direct managers.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

Action area 2 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

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ACTION AREA 3 - Strengthen resilience

1. My workplace provides access to evidence-based resilience programs, e.g. training and resources.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
2. My workplace promotes workplace health, e.g. through programs, activities, events, tools, communications or resources promoting mentally and physically healthy attitudes and behaviours at work.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
3. My workplace provides mentoring and coaching.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

Action area 3 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

You will receive detailed feedback on all action areas on completion of the tool

ACTION AREA 4 - Intervene early

1. My workplace provides access to clinically trained mental health professionals, in-house and/or outsourced.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

2. In my workplace, workers have access to peer support programs.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

3. In my workplace, managers respond to health and safety incidents with tools 'tailored' to the workgroup (e.g. frontline workers have access to clinically trained psychologists).
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

4. My workplace monitors the use of mental health support services.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

5. My workplace evaluates the quality of the mental health support services it offers and improves them when indicated.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

6. My workplace trains staff in providing support for their fellow workers regarding workplace mental health.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved

Action area 4 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

You will receive detailed feedback on all action areas on completion of the tool

Action Area 5 – Support Recovery

1. My workplace has a return to work program that gives consideration to mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
2. My workplace has policies and procedures regarding workers' recovery at work, including recovery from mental ill-health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
3. My workplace encourages workers to take appropriate breaks, leave and other entitlements, to support recovery from mental ill-health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
4. My workplace has clear and fair processes for workers to take appropriate breaks, leave and other entitlements, to support recovery from mental ill-health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
5. My workplace provides training programs for leaders and supervisors on how to support workers' recovery, including from mental ill-health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
6. In my workplace, leaders and supervisors know how to identify and implement job adjustments to allow workers to stay at work when recovering from mental ill-health.
 1. No/Not sure

2. Some consideration to mental health
3. Only considers mental health when incidents occur
4. Yes, is targeted and proactive on mental health
5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

Action area 5 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

You will receive detailed feedback on all action areas on completion of the tool

ACTION AREA 6 – Reduce stigma

1. My workplace promotes mental health awareness and suicide prevention campaigns.
 1. No/Not sure
 2. In an ad hoc fashion
 3. Only when incidents occur
 4. Yes, is targeted and proactive
 5. Yes, is embedded across the business, it is tailored and continuously improved
2. In my workplace, managers are made aware of the best language and approach when dealing with workplace health, including mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
3. In my workplace, managers are trained in how to prevent and manage stigma around workers' health, including mental health.
 1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
4. My workplace provides training programs for workers on stigma reduction around ill-health, including mental ill-health.
 1. No/Not sure
 2. Some consideration to mental health

3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved
5. In my workplace, managers promote use of support services, including mental health services.
1. No/Not sure
 2. Some consideration to mental health
 3. Only considers mental health when incidents occur
 4. Yes, is targeted and proactive on mental health
 5. Yes, support for mental health is embedded across the business, it is tailored and continuously improved

Action area 6 result level:

- ★★★★★ Integrated and Sustained (average score of 4.5 and above)
- ★★★★☆ Effective Action (average score of 3.5 to 4.4)
- ★★★☆☆ Limited Action (average score of 2.5 to 3.4)
- ★★☆☆☆ Intention (average score of 1.5 to 2.4)
- ★☆☆☆☆ Basic Awareness (average score under 1.5)

You will receive detailed feedback on all action areas on completion of the tool

Thank you for completing the Mentally Healthier Workplaces Self-Assessment Tool!

Your overall score is:

★★★★★ Integrated and Sustained (average score of 4.5 and above)

Congratulations. In your workplace, mental health is everyone's responsibility. You have mental health specific systems, policies and processes that are integrated and embedded in your organisation. Interventions are tailored to each work group. Improvements in mental health in the workplace are visible and continuous.

★★★★☆ Effective Action (average score of 3.5 to 4.4)

Well done. Your workplace has an ongoing leadership commitment to mental health (work design, culture) with a prevention focus. Universal mental health systems, policies and processes support evidence-informed interventions at the organisational level, targeted at identified risks.

Refer to the feedback on the individual action areas below to identify ways your workplace can excel!

★★★☆☆ Limited Action (average score of 2.5 to 3.4)

Your workplace recognises its responsibility to manage workplace mental health risks and issues. You have generic mental health systems, policies and processes with reactive, optional and unconnected interventions.

Refer to the feedback on the individual action areas below to identify ways your workplace can improve.

★★☆☆☆ Intention (average score of 1.5 to 2.4)

Your workplace has general Work Health and Safety (WHS) systems, policies and processes with limited, ad hoc or outsourced psychosocial support services.

Refer to the feedback on the individual action areas below to identify ways your workplace can improve.

★☆☆☆☆ Basic Awareness (average score under 1.5)

Your workplace views mental health as an individual's responsibility. It has general Work Health and Safety (WHS) systems, policies and processes only, at best.

Refer to the feedback on the individual action areas below to identify ways your workplace can get started.

Action Area	Assessment	Improvement
1. Design jobs to minimise harm		
2. Promote protective factors		
3. Strengthen resilience		

4. Intervene early		
5. Support recovery		
6. Reduce stigma		

Your next steps are to complete your action plan and submit it to Healthier Work for review. For further guidance on developing your action plan, see the action plan template and factsheets (providing a range of useful resources) on the Healthier Work website. Healthier Work is also on hand to guide you through the process.

For reference only