



Step 2: Plan

Workplace Action Plan Template

How to use this template

This template is designed to help you take practical steps to manage psychosocial hazards in your workplace and support the mental health of your workers.

Step 1: Identify your psychosocial hazards

Start by identifying which psychosocial hazards may be present in your workplace.

You can do this by:

- speaking with your workers
- reviewing incidents, complaints or observations
- using a survey (the **Psychosocial Hazards Survey** can be found in the Minds Matter Toolkit).

Step 2: Choose your priority areas

From the hazards you identified, select 3-5 priority areas to focus on first. You don't need to fix everything at once – focus on what matters most right now.

Choose areas that:

- are rated highly in your survey (e.g. 'Often' or 'Sometimes')
- are having the biggest impact on your workers.

Step 3: Plan your actions

For each priority area, select some actions and complete the action table.

Including a combination of 3 types of actions will give you the best chance of building a mentally healthy workplace:

1. **Worker-directed actions** (build worker skills and knowledge)
2. **Work-directed actions** (change the way work is organised or managed)
3. **Illness-directed actions** (support workers experiencing distress)

The **Action Plan Library** includes easy, practical, and low-cost ideas to help you choose actions for your plan.



WORKCOVER
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An initiative of the WorkCover Board Tasmania, delivered by WorkSafe Tasmania



Using the hierarchy of controls

The best way to address the risk posed by psychosocial hazards is to remove the hazard altogether. If this is not possible, actions should first focus on changing how work is carried out or managed to reduce the risk of harm before relying on individual strategies. This approach is known as the *Hierarchy of Controls*.

More information can be found [here](#).

For each action in your plan, you will need to:

- assign who is responsible and who else is involved
- set a realistic timeframe for completion and reviews
- decide how you will measure whether the action has been successful.

It is also important to think about any possible barriers that might get in the way, such as time, cost, or staffing. Plan how you will communicate the action to your workers, so they understand what is changing and why.



Workplace Action Plan

Organisation name:

Action Plan owner:

Action Plan period:

Next review date:

Purpose

This action plan outlines how our business will:

- i) Identify, manage and review psychosocial risks to align with legal requirements
- ii) Protect our workers' mental health, respond to concerns, and promote positive wellbeing in our workplace.

Step 1: Identify Hazards

Hazard	Present?	
Job demands	Yes ☐	No ☐
Low job control	Yes ☐	No ☐
Poor support	Yes ☐	No ☐
Lack of role clarity	Yes ☐	No ☐
Poor change management	Yes ☐	No ☐
Inadequate recognition and reward	Yes ☐	No ☐
Poor organisational justice	Yes ☐	No ☐
Traumatic events or material	Yes ☐	No ☐
Remote/isolated work	Yes ☐	No ☐
Poor physical work environment	Yes ☐	No ☐
Violence/aggression	Yes ☐	No ☐
Bullying/harassment	Yes ☐	No ☐
Workplace conflict	Yes ☐	No ☐

Step 2: Choose your priority areas

Priority areas:

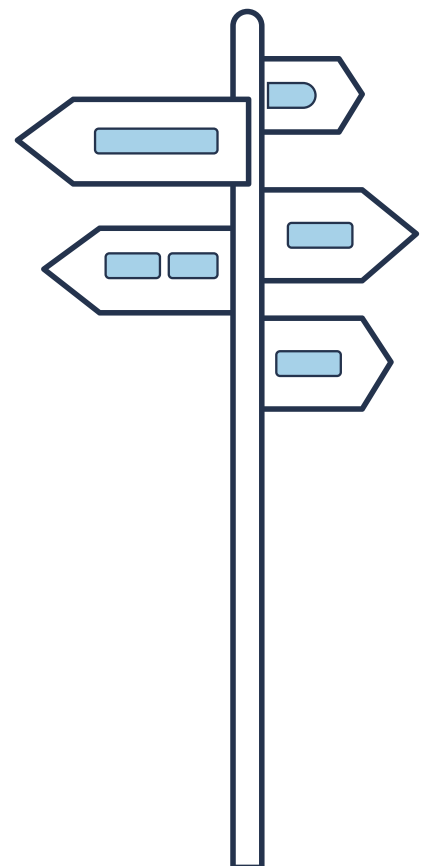
1.

2.

3.

4.

5.



Step 3: Plan your actions

Priority area	Key actions What are you planning to do?	People responsible Who is responsible? Who else is involved?	Resources needed Time, budget, staff	Timeframe Start and review date	Measure of success How will you know if the action has been successful?	Possible barriers Is there anything that might get in the way?	Communication plan How will you let your workers know?
Job demands	- Review workload distribution across team - Introduce weekly 15-minute check-in to identify overload early - Adjust deadlines where workloads are consistently too high	- Business owner - Team leaders	1 hour per week for workload review	Start: 1 May 2026 Review: 1 September 2026	- Reduced sick leave and unplanned leave related to stress - Fewer workers highlight workload as a concern in re-administered WorkSafe Tasmania Survey	- Resistance to changing deadlines - Limited staffing	- Discuss at team meeting - Follow-up email outlining changes



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For more information and guidance, please see www.worksafe.tas.gov.au/mindsmatter