



Step 4: Improve

Reviewing your actions

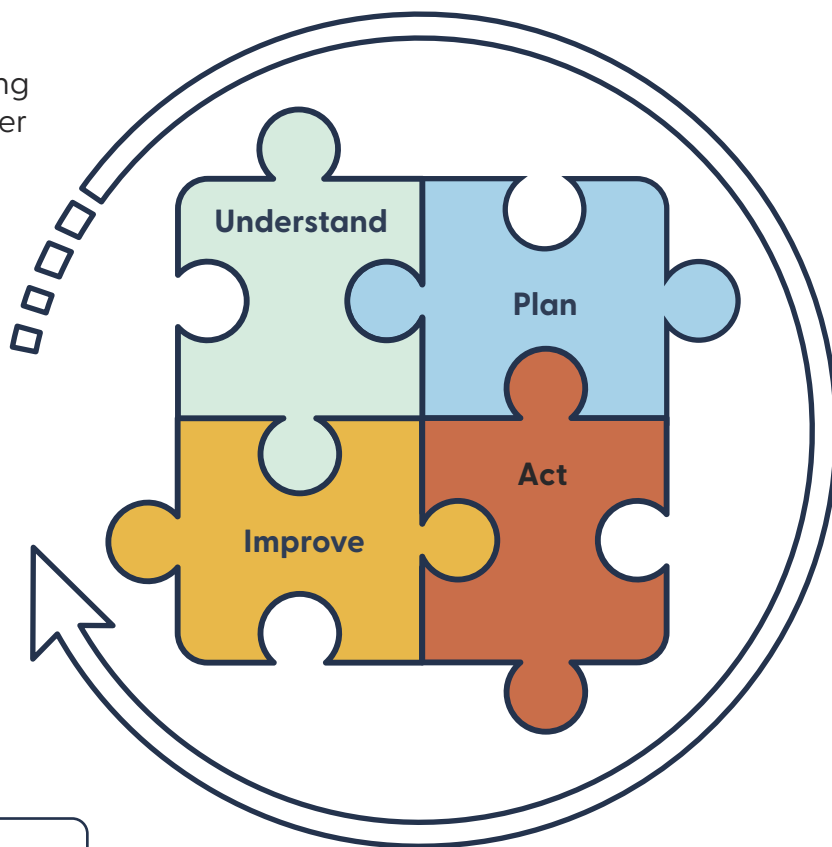
Monitoring and review framework

Why do I need to monitor my action plan?

Introducing actions is only the first step. It is important to regularly check what is working well, what may need adjusting, and whether your actions are improving workplace wellbeing. If an action is working well, you can **recognise and reinforce the positive change**. If something is not working, monitoring and review helps identify opportunities to adjust, improve, or replace actions.

When do I review my actions?

Once you have worked through the steps of Understand, Plan, and Act, you can review the effectiveness of your actions. Share the review results with your workers, and adjust actions if needed or shift your focus to another priority area for action.



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



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How do I know if my actions have been effective?

There is no single way to measure success. The most useful approach is to look at a combination of worker feedback, workplace data, and changes over time.

Some options include:

- looking for changes in **workplace data**
- completing a follow-up **WST Psychosocial Hazards Survey** and/or **Worker Feedback Survey** and comparing the results
- organising a **team meeting or one-on-one catch-ups** with your workers to discuss their thoughts on the changes made.

How often should I review my actions?

You may wish to review your actions at regular intervals (e.g. every 3 months), or after major workplace changes or incidents.

When gathering feedback from your workers, it is important to protect their privacy. Collect information confidentially and do not identify individual workers when sharing feedback.



What if an action is not working?

Not every action will work as intended the first time. Monitoring helps you identify where adjustments may be needed.

If an action is not improving the issue:

- review feedback from workers
- identify any barriers that may have prevented an action from working
- adjust or replace the action if needed
- consider **additional actions** that could help.



Monitoring and review template: completed example 1

Priority area	<i>Job demands</i>
Actions for review What did we do?	<i>Introduced fortnightly workload check-ins</i>
Aims What were we trying to improve?	<i>Reduce excessive workload and improve support</i>
Measure of success How will we check progress?	☒ WST Psychosocial Hazards Survey ☒ Worker Feedback ☐ Survey ☐ Team meeting ☒ One-on-one check-ins ☐ Other: Workplace data
Feedback and changes noticed What have workers reported? What changes have we noticed around the workplace?	<i>Fewer workers identified workload as a major issue in the follow-up survey.</i> <i>Workers stated they felt more comfortable raising concerns with their supervisor about workload and deadlines.</i>

Next steps

- ☐ Keep this action with no changes needed
- ☐ Keep this action with adjustments – What changes will be made?
- ☐ Replace this action with a different action/approach – What will it be replaced with?
- ☐ Introduce additional actions or supports – What additional actions are needed?
- ☐ Consult further with workers
- ☐ Reassess this action on: *1 September 2026*

Monitoring and review template: completed example 2

Priority area	<i>Role clarity</i>
Actions for review What did we do?	<i>Updated all position descriptions</i> <i>Introduced quarterly check-ins focused on roles and responsibilities</i>
Aims What were we trying to improve?	<i>Help workers better understand their responsibilities, priorities, and reporting lines</i>
Measure of success How will we check progress?	☒ WST Psychosocial Hazards Survey ☐ Worker Feedback ☐ Survey ☒ Team meeting ☒ One-on-one check-ins ☐ Other: Workplace data
Feedback and changes noticed What have workers reported? What changes have we noticed around the workplace?	<i>Workers reported the updated position description was helpful, but some were still unsure about task priorities and who was responsible for certain duties during busy periods.</i> <i>The follow-up survey showed some improvement in role clarity, but several workers continued to identify unclear expectations as an issue.</i>

Next steps

- ☐ Keep this action with no changes needed
- ☒ Keep this action with adjustments – What changes will be made? *Introduce clearer task allocation processes during busy periods. Add an agenda item about role expectations to all future team discussions.*
- ☐ Replace this action with a different action/approach – What will it be replaced with?
- ☐ Introduce additional actions or supports – What additional actions are needed?
- ☒ Consult further with workers
- ☒ Reassess this action on: *1 August 2026*

Monitoring and review template

Priority area	
Actions for review What did we do?	
Aims What were we trying to improve?	
Measure of success How will we check progress?	☐ WST Psychosocial Hazards Survey ☐ Worker Feedback ☐ Survey ☐ Team meeting ☐ One-on-one check-ins ☐ Other: Workplace data
Feedback and changes noticed What have workers reported? What changes have we noticed around the workplace?	

Next steps

- ☐ Keep this action with no changes needed
- ☐ Keep this action with adjustments – What changes will be made?
- ☐ Replace this action with a different action/approach – What will it be replaced with?
- ☐ Introduce additional actions or supports – What additional actions are needed?
- ☐ Consult further with workers
- ☐ Reassess this action on: