

Minds Matter Toolkit

– Quick Start Guide

Welcome to the Minds Matter Toolkit! This Toolkit has been designed to guide you through the process of creating a mentally healthy workplace in four steps.

How do I use this guide?

This guide is your roadmap for using the Minds Matter Toolkit. Start at Step 1 and work through each step in order. Each step builds on the one before it, explains what you need to do, and recommends the resources that will help you complete that step. As you move through the steps, you'll build a practical approach to identifying psychosocial hazards, planning improvements, implementing actions, and reviewing your progress.

You don't need to complete everything at once, and you don't need to use every resource. Choose the tools that best suit your workplace, build on what you already have in place, and focus on making steady improvements over time.

How long will it take?

You can work through the toolkit at your own pace. Many of the resources can be completed in less than an hour, while implementing and reviewing your actions is an ongoing process. Even setting aside a small amount of time regularly can help you make meaningful changes to your workplace.



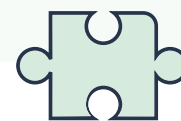
An initiative of the WorkCover Board Tasmania, delivered by WorkSafe Tasmania

www.worksafe.tas.gov.au/mindsmatter



Where do I start?

STEP 1 – Understand



- Learn about your legal responsibilities
- Talk with your workers
- Identify psychosocial hazards
- Review what policies, systems and supports you already have

Click on the resources below to view them online, download or print.

Resource	Purpose
<u>Legal Obligations</u>	Learn more about employer responsibilities and what you must do when you find a psychosocial hazard
<u>Business Data Checklist</u>	This checklist helps you connect the dots between data and workplace wellbeing
<u>Signs of Mental Health Concerns</u>	Descriptions of different types of concerns, what you might see and what the worker may experience
<u>Positive Workplace Factors</u>	Learn about the different workplace factors, why they are important and how you can promote them
<u>Policies and Processes Checklist</u>	This checklist is a quick and useful way for you to ensure you are meeting legal requirements and providing workers with a safe work environment
<u>Psychosocial Hazards</u>	Descriptions and practical examples of psychosocial hazards
<u>Reducing Workplace Mental Health Stigma</u>	Learn about mental health stigma, how it can stop people from asking for help and how you can reduce it
<u>Psychosocial Hazards Survey</u>	This survey helps highlight areas of work that may be creating stress or increasing the risk of mental health harm. There are versions for both employers and workers



STEP 2 – Plan



- Decide which areas you will focus on first
- Consult with workers
- Choose practical actions
- Assign responsibilities and set timeframes
- Think about how you will know if your actions are working

Click on the resources below to view them online, download or print.

Resource	Purpose
<u>Hierarchy of Controls</u>	Information to help you decide the best way to manage psychosocial hazards and support mental health at work
<u>Action Plan Template</u>	This template helps you take practical steps to manage psychosocial hazards in your workplace and support the mental health of your workers
<u>Action Plan Library</u>	This library matches possible actions you can take with the most common workplace psychosocial hazards
<u>Conversation Guide</u>	This guide helps you run safe and supportive team check-ins and one-on-one conversations with your workers



STEP 3 – Act

- Tell workers about changes
- Implement the agreed actions
- Use policies and procedures to support consistent practice
- Support managers to make change
- Respond appropriately when workers need support

Click on the resources below to view them online, download or print.

Resource	Purpose
<u>Communicating Mental Health Actions to Workers</u>	Information to help you decide the best way to manage psychosocial hazards and support mental health at work
<u>Policies for a Mentally Healthy Workplace</u>	This template helps you take practical steps to manage psychosocial hazards in your workplace and support the mental health of your workers
<u>Mental Health Response Flowchart</u>	This library matches possible actions you can take with the most common workplace psychosocial hazards

STEP 4 – Improve

- Ask workers for feedback
- Review what has changed
- Celebrate successes
- Adjust actions where needed
- Continue monitoring psychosocial risk

Click on the resources below to view them online, download or print.

Resource	Purpose
<u>Reviewing Your Actions</u>	Use this guide's examples and template to monitor your actions and make sure they are effective
<u>Gathering Worker Feedback</u>	This template includes questions you can ask your workers to get their feedback about workplace changes
<u>Wellbeing Wins Register</u>	This document helps you recognise positive changes and acknowledge mental health 'wins' in your workplace