



# Mental Health and Wellbeing Action and Evaluation Plan Example

**Wellbeing Goal:** *This can be the same as the Vision in the WorkWell Group Terms of Reference*

**Plan Timeframe:** *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

## Rational

<Workplace> understands that improved mental wellbeing is a fundamental part of being a healthy and resilient individual, and crucial for a happy and healthy staff and workplace environment.

Results from the mental wellbeing section (WEMWBS) of our November 2012 staff survey showed a mean score of 48.8 – indicating that, on the whole, the mental wellbeing of employees is slightly above average.

There were however a large range of results including the minimum possible score, indicating low levels of mental wellbeing among some staff. The highest possible level of wellbeing was not reported.

Survey results also illustrated a lack of employee knowledge of the support available to them in the area of mental wellbeing, namely our mental health and wellbeing policy.

<Workplace> is committed to promoting positive mental wellbeing for all employees, while also offering support to those experiencing mental health issues.



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## Mental Health and Wellbeing

**Objective:** e.g. Increase/decrease in number of staff reporting X behaviours

	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.
Organisational Change	Provide employees with access to EAP services	<ul style="list-style-type: none"> <li>• Research availability of EAP services in local area</li> <li>• Explore possible options and determine best fit for workplace – financial outlay, services offered, location etc</li> <li>• Contact and contract chosen EAP provider</li> <li>• Communicate services on offer to all staff, including how to access them, confidentiality, types of services offered etc</li> </ul>				
	Review shift work rosters to ensure they best meet the needs of employees and the workplace	<ul style="list-style-type: none"> <li>• Review current shift work roster as a management team</li> <li>• Meet with employees involved to gain their thoughts on current roster and options for improving it</li> <li>• Develop trial roster and agreement document outlining changes for staff involved to sign</li> <li>• Trial changes for 8 week period</li> <li>• Meet with employees involved to discuss and evaluate trial period</li> <li>• Make changes to shift work roster permanent if agreed, or trial new roster/return to original roster if not</li> </ul>				



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<p>Explore the possibility of offering flexible working arrangements</p>	<ul style="list-style-type: none"> <li>• Review flexible working arrangements resources on Ministry of Business, Innovation and Employment website (legislative requirements, options, types of flexible working arrangements etc)</li> <li>• Conduct survey with employees on what is currently working/not working in terms of their hours, work days, place of work etc</li> <li>• Determine feasible arrangements to offer employees</li> <li>• Communicate flexible working arrangement options to all employees, and the process for requesting these</li> </ul>				
<p>Redevelop mental health and wellbeing policy</p>	<ul style="list-style-type: none"> <li>• Form mental health and wellbeing sub-group</li> <li>• Review current policy with emphasis on including more positive mental wellbeing promotion</li> <li>• Draft policy content</li> <li>• Send policy and feedback form to all staff</li> <li>• Collate feedback and amend draft</li> <li>• Send second version to staff for final feedback</li> <li>• Finalise policy; add to standard policy template</li> <li>• Launch policy including communication to all staff</li> </ul>				



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Physical Environment	Develop outdoor green space for staff	<ul style="list-style-type: none"> <li>• Review existing workplace outdoor spaces/nearby locations and note down options for locality of green space</li> <li>• Communicate options with staff and set up in-house competition to determine final location and green space design</li> <li>• Determine if employees are keen to/have skills to be involved in developing the space</li> <li>• Gather quotes for materials and labour (as required after establishing employee desire/ability to input)</li> <li>• Contract preferred companies to develop green space in areas required and/or organise time(s) for employees to develop green space</li> <li>• Hold opening ceremony activities in green space with employees, and their family/whanau</li> </ul>				
Individual Change	Raise employee awareness of mental wellbeing and mental illness	<ul style="list-style-type: none"> <li>• Display posters in the staff room, bathrooms and on noticeboards about both mental illness and positive mental wellbeing, including options for accessing more information/support</li> <li>• Utilise the workplace intranet to promote resources and tips to improve sleep and reduce fatigue</li> <li>• Promote a 'quick tip for improving mental wellbeing' as a regular feature in monthly workplace e-newsletter</li> <li>• Promote physical activity and healthy eating as key ways of improving mental wellbeing</li> </ul>				



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## Evaluation Strategies:

- Staff survey – increase in average WEMWBS score among employees
- Staff survey – number of comments relating to workplace support for mental wellbeing
- Organisational Profile Tool - availability and awareness of mental health and wellbeing policy
- Evidence of activities completed