



■ Building a workplace mental health strategy: An employer checklist

This checklist supports businesses in assessing their current work practices against key insights from Monash University's research and EML's program findings. It's designed to help management teams, workplace health and safety committees, and employee representatives to identify strengths and gaps in their workplace mental health strategy.

Use this checklist to drive an honest discussion about what's working, what's missing and what risk controls are needed to develop, or strengthen a workplace mental health program.

Risk item	Operational risk [Yes / No]	Recommended risk control	Person responsible	Date due
Claims data only captures the "tip of the iceberg" <ul style="list-style-type: none"> Do you track additional lead indicators (e.g., absence, EAP usage, non-injury cases) to better identify hidden mental health risks early? 	Yes No			
Early intervention makes the difference <ul style="list-style-type: none"> Have managers been trained to recognise distress signals, integrate wellbeing check-ins, and confidently direct employees to mental health support? 	Yes No			
Mental health hazards exist in everyday tasks <ul style="list-style-type: none"> Are managers and workers equipped to spot and report psychosocial hazards and proactively address risks in job roles? 	Yes No			
Mental health support for workers with a primary physical injury <ul style="list-style-type: none"> Are workers who are recovering from a physical injury monitored for mental health symptoms and offered preventative support (i.e Employee Assistance Program)? 	Yes No			
High-risk industries face unique pressures <ul style="list-style-type: none"> Does your business proactively manage intense emotional demands and industry-specific risks? Consider tailored responses for Industry specific psychosocial hazards and factors from Workplace Health and Safety Qld. 	Yes No			
There is a high prevalence of psychological distress in younger workers <ul style="list-style-type: none"> Do you have targeted onboarding, mentoring, and early-career development pathways that promote mental health literacy, reporting, and early help-seeking? Does your young worker strategy involve monitoring absenteeism, presenteeism, and staff turnover which are likely to be consequences of low psychosocial quality work (most common in young workers)? 	Yes No			



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Older workers often face prolonged claims duration <ul style="list-style-type: none">Are your managers trained to spot early warning signs in mature workers, offer flexible work options, conduct mid-career wellbeing checks, and foster supportive conversations?Do you proactively offer early intervention and support from the workplace at the time of claim after the claim, facilitating the RTW process?	Yes No			
Poor job design increases mental health risks <ul style="list-style-type: none">Have you recently reviewed job roles and descriptions to clearly define responsibilities, manage workload, and build supportive resources? A good guide is the SafeWork NSW Psychosocial Hazard Work Re-Design Tool.	Yes No			
Gender-sensitive mental health support <p>Mental health interventions must recognise gender-specific risks. Consider if you address gender differences through targeted support:</p> <p>For women:</p> <ul style="list-style-type: none">Postpartum support: Resources and counselling addressing postpartum depression/anxiety.Mental health workshops for women: Education sessions on menopause, family violence, and other gender-specific challenges.Strengths-based approaches: Initiatives promoting women's resilience and wellbeing.Trauma-informed care: Interventions addressing impacts of gender-based violence, abuse, or trauma. <p>For men:</p> <ul style="list-style-type: none">Positive masculinity: Programs challenging harmful stereotypes, encouraging openness and help-seeking.Strengths-based initiatives: Highlight men's strengths and promote resilience and wellbeing.Early intervention: Targeted programs designed to intervene early, before conditions escalate.Online or digital interventions: Accessible, confidential e-mental health solutions. <p>Gender-sensitive approaches for everyone:</p> <ul style="list-style-type: none">Review policies and practices: Regularly review policies to ensure gender inclusivity.Provide inclusive language: Promote inclusive language that challenges stereotypes.Create safe and respectful environments: Foster a sense of safety and belonging for all individuals, regardless of gender identity.Involve service users: Actively involve workers to co-design services reflecting their specific needs.	Yes No			