# Organisational Wellbeing Action Plan

## [Organisation Name]

## What Is An Organisational Wellbeing Plan?

An organisational wellbeing action plan is a structured plan and strategy designed to enhance the physical, mental, and emotional health of the workforce. It encompasses initiatives and actions aimed at promoting a supportive work environment, fostering a healthy work-life balance, and addressing various factors that contribute to overall wellbeing. This plan should include specific goals, interventions, practices, activities and resources allocated to promote wellness, prevent burnout, and optimise productivity within the workplace. This plan can be completed at a strategic, regional, operational or local level to enhance practices in multi-dimensional ways across the workplace.

### Embedding Principles In Practice

It is important to consider the following key workplace wellbeing principles and align your action plan to these areas of workplace wellness strategies/actions. Below are some ideas:

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| **Early intervention and prevention is the key to a strong and well workforce** | Regular risk assessments and plans, annual/ongoing training for wellbeing/burnout, implementing ‘wellbeing champions,’ resources for coping skills and strategies, clear policies and procedures, flexible work arrangements, regular discussions about wellbeing in meetings. |
| **Promotion of optimal health and wellbeing practices that influence best practice** | Wellbeing posters, invite specialist presenters for diet/exercise/wellness, promotion of work/life balance, implementing time off in lieu (TOIL) systems, wellness activities in the workplace. |
| **Recognising and responding to risks in a sensitive and person-centred way** | Regular communication about risks and commitment to reducing risks, resources and tools to assess personal and organisation risks, strategies to respond to risk, promotion of help seeking options. |
| **Strengthening the workforce through supervision and proactive wellbeing strategies** | Implementing wellbeing plans, doing regular wellness checks, providing regular and purposeful supervision, reducing workloads as needed, encouraging mental health days (as required), access to Employee Assistance Programs (EAP). |
| **Having a trauma-informed approach to caring for the workforce where stigma is reduced** | Annual/ongoing trauma-informed training, tailored supervision and support, inclusion of work challenges in team meetings, regular wellbeing activities in the workplace (lunches, presentations, professional development). |
| **Leading with strength, purpose and value to ensure strong positive workplace culture is created** | Leaders to role model expectations and help seeking behaviours, taking regular breaks, encouraging positive wellbeing culture through action, providing empathetic support and supervision, being present with teams, being responsive to team needs. |

**[organisation Name] wellbeing action plan Operating unit/team: Date:**

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| **Principle** | **Tasks/Actions** | **Timeframe** | **Who is responsible?** | **What will see when we succeed?** |
| **E.g. Strengthening the workforce through supervision and proactive wellbeing strategies** | 1. All staff will be provided with monthly supervision. 2. All staff will be offered 2 additional mental wellbeing days per year. | By 30/6/24 and ongoing  By 31/3/24 | Direct supervisors  Directors/ HR | * All staff will have supervision agreements and monthly notes recorded. * All contracts and HR files will reflect additional leave entitlements. |
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