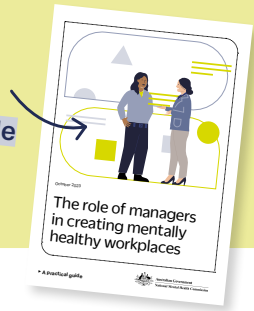


How managers can create mentally healthy workplaces

As a manager, you can play an important role in helping to make your workplace mentally healthy. There are things you can do at an organisational, team and individual level.

[Click here to read the complete guide](#)



Key takeaways

Managers can contribute to a mentally healthy workplace by:

- ✓ Being an advocate of and champion for a mentally healthy workplace at the organisational level
- ✓ Managing psychosocial hazards and establishing a positive culture at the team level
- ✓ Taking care of their own mental health and modelling appropriate behaviours at the individual level

► Organisation level



Your ability to help create a mentally healthy workplace in your organisation depends on existing policies and the appetite for change. Here are some things you can do at an organisation level to support a mentally healthy workplace.

Advocate for a mentally healthy workplace

You could...

- Test how mentally healthy your workplace is compared with others in your industry
- Explain to the organisation's leadership the benefits of a mentally healthy workplace
- Ask for help from leadership.

Contribute to a positive workplace culture

You could...

- Identify and implement culture-building strategies or activities
- Role model appropriate behaviours
- Champion diversity and inclusion.

Champion a flexible and adaptable workplace

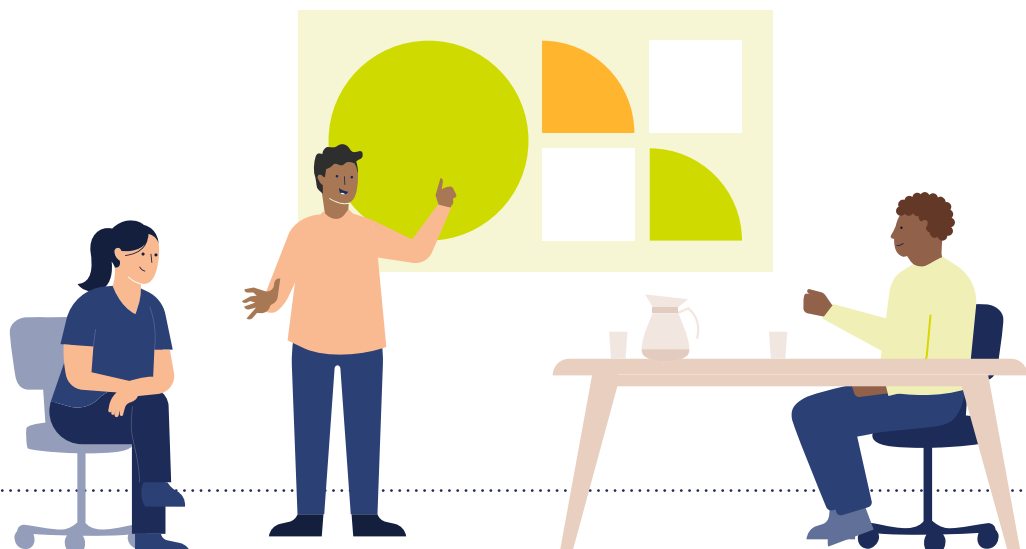
You could...

- Collaborate with your team and others in the organisation to explore ways of working that support workers
- Inform workers about workplace policies and processes, including any changes.

Highlight and escalate psychosocial hazards

You could...

- Review trusted information on psychosocial hazards (e.g. Safe Work Australia) and review critical incidents
- Highlight any psychosocial hazards to the organisation's leadership.



► Team level



You can positively influence your team's experience within the workplace. Indeed, as a manager, you have responsibilities to protect the health and wellbeing of workers in your team. Here are some things you should do at the team level to support a mentally healthy workplace.

Manage psychosocial hazards

You should...

- Address discrimination, bullying and harassment straight away
- Ensure people understand their roles and responsibilities at work
- Manage the volume and diversity of workloads across the team
- Manage conflicts and difficult relationships
- Help people manage change in the workplace
- Recognise and reward people for their work
- Ensure the physical work environment does not undermine physical or mental health.

Support people to thrive in the workplace

You should...

- Help people find purpose in their work
- Give people autonomy and flexibility over how they complete their work
- Facilitate professional and personal development training
- Enable meaningful professional and personal connections.

Recognise and respond to signs of mental ill-health

You should...

- Know the signs and symptoms of mental ill-health
- Know how to have respectful conversations about mental health and suicide
- Know what supports are available and how to connect people with them
- Make reasonable adjustments for people experiencing mental ill-health and support the rest of the team
- Support a person's return to work after an absence related to mental ill-health.

Tailor responses for individuals

You should...

- Support Aboriginal and Torres Strait Islander people
- Support people from culturally and linguistically diverse backgrounds
- Support people who identify as LGBTQI+
- Provide person-centred recognition and rewards.

► Individual level



Your team will look to you to set the example for how to manage their mental health at work. But before you can help others, you need to help yourself. Here is how you can look after your own mental health.

Adjust to becoming a manager

You should...

- Get training if you are in a new role
- Allow yourself to fail and be open to feedback
- Know how to delegate effectively
- Make sure people have the resources they need
- Establish clear communication channels.

Manage stress and prevent burnout

You should...

- Know the signs you are under stress or strain
- Focus on completing tasks on your plate, even if it is not perfect
- Speak to a friend or mentor about how you are feeling
- Speak to a professional (e.g. GP or Employee Assistance Program).

Manage competing priorities

You should...

- Know how to manage competing priorities at work
- Set clear boundaries between work and home
- Use tools such as calendars, scheduling apps and to-do lists.

Prioritise self-care

You should...

- Take regular breaks from your work
- Eat healthy foods
- Exercise regularly
- Have a good sleep pattern and get enough sleep
- Find time for family, friends and activities you enjoy
- Take your leave.



If you or someone you know needs support, our [urgent help page](#) lists support services you can reach out to now. In an emergency, please call 000.