



Workplace wellbeing checklist

To help your organisation become high-performing and responsible, consider making commitments that prioritise employee wellbeing. Supporting staff wellbeing not only reflects a strong organisational culture, but research also shows that a healthy and thriving workforce can boost morale and enhance overall performance.

This workplace wellbeing checklist has been created to support your organisation in taking steps to creating a more positive space for you and your employees.

Tick all that apply

Step one: Secure leadership commitment to workplace wellbeing

Assemble your evidence why your organisation is investing time and resources on workplace wellbeing

Ensure senior leaders are on board with the idea

Commitment from leaders has been recorded

Tasks have been delegated to the leaders

Allocate necessary resources and budget, and use time and skills already in your workforce

Time frame has been agreed to complete each step (one to five)

Step two: Understand your workplace and the needs of your employees

Undertake a workplace needs assessment

Conduct an employee needs assessment, e.g. a survey and/or programme of health checks

Analyse and establish main focus from the workplace and/or employee assessments

Maintain privacy and confidentiality throughout the process



Step three: Engage your employees in the strategy

Collaborate with employees to generate ideas, make decisions, and gather feedback

Promote and establish a Health and Wellbeing Committee

Wellbeing champions and/or mental health first aiders have been selected and trained

Include health and wellbeing topics in team meeting agendas

Employees have been involved in identifying the main priorities

Continue to engage with employees throughout the process

Step four: Develop a plan and take action

Develop an action plan for identified priorities

Include policy and practice guidelines, organisational activities, and environmental changes within the plan

Secure approval of the plan from leaders

Prepare wellbeing champions and/or mental health first aiders for activities

Communicate and promote activities with all employees, drawing on resources within and outside the organisation

Offer reasonable adjustments and support to employees struggling with their physical health or mental wellbeing

Make plans to monitor, analyse, and evaluate the process on an ongoing basis

Step five: Review and evaluate workplace wellbeing

Continuously record and monitor workplace wellbeing activities

Seek ongoing feedback from all partners and stakeholders about key successes and challenges

Refresh workplace needs assessments in step two on an annual basis

Repeat employee needs assessments periodically on a three to five year cycle

Assess change by maintaining feedback on an ongoing basis (repeat steps two to four if necessary)

