

# Workforce Development Committee Charter (WDCC) Mental Health and Wellbeing (MHW) Charter Action Plan

March 2017

## THE MENTAL HEALTH AND WELLBEING CHARTER

The **MHW Charter** commits every Victorian government department to creating a mentally sound and safe workplace. The Charter aims to promote positive MHW through pro-active programs and leadership, reduce work-related risk factors and address MHW by providing pathways to appropriate support, recovery and RTW provisions. DET's commitment to support the positive MHW of all staff is reflected in the overarching approach it will take over the coming months with the launch of the Charter on 27 March 2017 and the subsequent roll out of related MHW activities and initiatives over the next twelve months.



Charter Commitment	Actions	Who	When	Investing in People Strategy alignment
<b>Embedding mental health and safety risk management processes into occupational health and safety management systems (OHSMSs) to ensure both physical and mental health and safety is supported</b>	Develop and integrate new Psychological Health Management Procedures into the department's OHSMS. The procedures to be consistent with the Canadian Standard Psychological health and safety in the workplace, adopted by the Victorian Public Sector	People Division with input from internal and external stakeholders including employee Health and Safety Representatives (HSRs). and unions	Draft Psychological Safety procedure to be released March 2017	<b>Objective 4 - Safe and Inclusive Workplaces</b>  <b>Objective 2 – Learning – Centred Organisation</b>

<p><b>systematically and effectively</b></p> <p><b>Whole of Victorian Government (WoVG) requirement</b></p>	<p>Use the new components of the Department's Risk Management Tool to review Risk Registers at each organisational level to ensure mental health and wellbeing risks are identified and managed including</p> <ul style="list-style-type: none"> <li>• Conflict /bullying</li> <li>• Work-related stress</li> <li>• Fatigue</li> </ul>	<p>People Division and Risk and Decision Unit</p>	<p>July 2017</p>	
	<p>Through the <i>Stress in Education</i> project, further integrate psychosocial factors, hazards and risks into the Hazard management section of the Department's OHSMS to include:</p> <ul style="list-style-type: none"> <li>• workplace bullying and harassment prevention</li> <li>• occupational violence (OV) and aggression</li> <li>• student challenging behaviours</li> </ul>	<p>People Division Communications Division</p>	<p>Proposed July 2017</p>	
	<p>Engage an external OHS certification body to conduct an audit of existing OHSMS including eduSafe, based on Australian Standard 4801:2009 (OHSMSs) to assess the capacity of systems to appropriately support and enhance MHW deliverables</p>	<p>People Division and external approved OHS auditors</p>	<p>Ongoing/April 2017</p>	

<b>Leaders championing mental health and wellbeing initiatives</b>	<ul style="list-style-type: none"> <li>Senior executives nominated as MHW Champions ensuring positive MHW is reflected through the behaviours, practices and KPIs</li> <li>Investigate options for the integration of good practice OHSM into all Department decisions</li> <li>Develop and implement guidance material for managers on rewarding the maintenance of a mentally safe workplace</li> </ul>	Dep Sec PESG and People Division	Proposed March 2017	<b>Objective 1- Leading for Outcomes</b>  <b>Objective 5 - Empowered and responsible people</b>
	<ul style="list-style-type: none"> <li>Secretary and Deputy Secretary PESG to participate in Public Sector OHS forums and lead DET's WoVG approach to MHW</li> </ul>	Secretary/Dep.Sec PESG	Ongoing in 2017	
	<ul style="list-style-type: none"> <li>Implement the <i>Leading the Way Framework</i></li> </ul>	People Division	Proposed May 2017 and ongoing	
	<ul style="list-style-type: none"> <li>Implement the WoVG MHW Education and Training Framework</li> <li>Develop and implement a Wellbeing Calendar of events</li> </ul>	People Division	Proposed May 2017	
<b>Developing a culture, skills and environment that empowers workers to raise and better recognise mental health issues in order to assist themselves and their colleagues</b>	<ul style="list-style-type: none"> <li>Review the respectful workplaces training and completion of related e-Learning modules</li> </ul>	People Division	May 2017	<b>Objective 3 - Culture of integrity and respect</b>  <b>Objective 4 - Safe and Inclusive Workplaces</b>
	<ul style="list-style-type: none"> <li>Review the anti-bullying policy and web presence</li> </ul>	People Division	April 2017	
	<ul style="list-style-type: none"> <li>Implement the WoVG Occupational Violence Guide.</li> </ul>	People Division	Marche 2017 related training proposed July 2017	

	<ul style="list-style-type: none"> <li>Establish a MHW Reference Committee</li> </ul>	People Division	March 2017	<b>Objective 5 - Empowered and responsible people</b>
<b>Data collection and reporting that improves our understanding of mental health and wellbeing in the Public Sector to inform continuous improvement in the programs and services offered to employees</b>	Collate data and analyse required process (lead) and outcome (lag) data sets for WoVG OHS performance reporting.	People Division	June 2017	<b>Objective 4 - Safe and Inclusive Workplaces</b>
	Report performance including eduSafe data on: <ul style="list-style-type: none"> <li>minimum data set for MHW related absences and injuries</li> <li>leading the way approach including performance indicators, reporting performance and review</li> </ul>	People Division	May 2017	<b>Objective 5 - Empowered and responsible people</b>
<b>Delivering evidence-based training programs that support the capability of managers and workers (including Health and Safety Representatives) in identifying, preventing, protecting and addressing mental injury and illness, as well as promoting positive mental wellbeing</b>	<ul style="list-style-type: none"> <li>Implement coaching for leadership teams and Safety Management for School Leaders.</li> <li>Promotion of the HSR portal for MHW Charter as well HR Web and eduLink</li> </ul>	People Division	July 2017	<b>Objective 1 - Leading for Outcomes</b>
	Review of the psychological safety module in Safety Management for Leaders, and Coaching for Leadership teams training packages	People Division	July 2017	<b>Objective 4 - Safe and Inclusive Workplaces</b>
	Investigate funding for the implementation of minimum standards of training for all Victorian Public Service employees, managers and executives	People Division	September 2017	
	<ul style="list-style-type: none"> <li>Maintain core support services for MHW</li> </ul>	People Division	Ongoing	
	<ul style="list-style-type: none"> <li>Investigate the implementation of early intervention strategy in mental health and post injury management and return to work</li> </ul>	People Division	May 2017	

	Develop and implement a MHW Charter Communication Strategy	People Division Communication Division	March 2017	
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