

# A Checklist

## Why Start from Scratch?

You don't need to start from scratch when you're planning concrete strategies to address psychological health and safety in your workplace. Use this checklist to help you take stock. These are just some of the strategies that can get you started. A simple review and update of existing tactics can take you a long way to ensuring you are on the right track to promoting the psychological health and safety of your employees.

### DO YOU HAVE ANY OF THE FOLLOWING ALREADY?

- A policy on accommodation
- A broad corporate policy stating commitment to mental health
- An anti-bullying policy
- A harassment policy
- A staff code of conduct  
**HINT:** You can modify or enhance these policies
- An occupational health and safety committee  
**HINT:** You can ensure that its mandate includes psychological health and safety
- A joint staff/management advisory committee  
**HINT:** You can expand its mandate to include psychological health and safety
- Previous experience implementing other standards
- A critical incident process or program  
**HINT:** You could expand it, or enhance it
- Data available to assess the progress you will make  
**HINT:** See What You Already Know on The Takeaways Resource Sheet
- Feedback you have received from employees about mental health in your workplace
- Data from any previous employee surveys about workplace mental health
- An employee training program where a mental health module might fit
- A management or leadership program where a mental health module might fit
- An Employee Assistance Program (EAP) or Employee and Family Assistance Program (EFAP)  
**HINT:** You could enhance and expand your mental health offerings
- Employee benefits that include mental health services  
**HINT:** You could introduce or enhance them
- An obvious workplace champion  
**HINT:** See You're Closer Than You Think on The Takeaways Resource Sheet
- Members of your team who have relevant knowledge or experience  
**HINT:** You might tap into the personal commitments of people with a special interest in mental health and safety.