



Step 3: Act

Communicating Mental Health Actions to Workers

How to use this template

When making changes that affect work health and safety, employers must consult and communicate with workers. This includes changes to work systems, processes, or practices that may impact psychosocial health and safety.

Consultation helps workers understand:

- what is changing
- why changes are being made
- how they can provide feedback or raise concerns.

Workers are more likely to engage with workplace changes when communication is clear, honest, and ongoing.

This template can be adapted into an email, memo, newsletter item, or team meeting summary to help communicate your action plan to workers.



WORKCOVER
BOARD
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An initiative of the WorkCover Board Tasmania, delivered by WorkSafe Tasmania



Email template

Subject: Workplace wellbeing and safety update

Over the past [time period], we have been reviewing workplace mental health, wellbeing and psychosocial risks in our workplace. This included [worker surveys/team discussions/reviewing workplace data/worker check-ins].

Thank you to everyone who provided feedback and shared their experiences.

Based on this information, we have developed a Workplace Action Plan to help improve psychological health and safety at work. Our focus areas include:

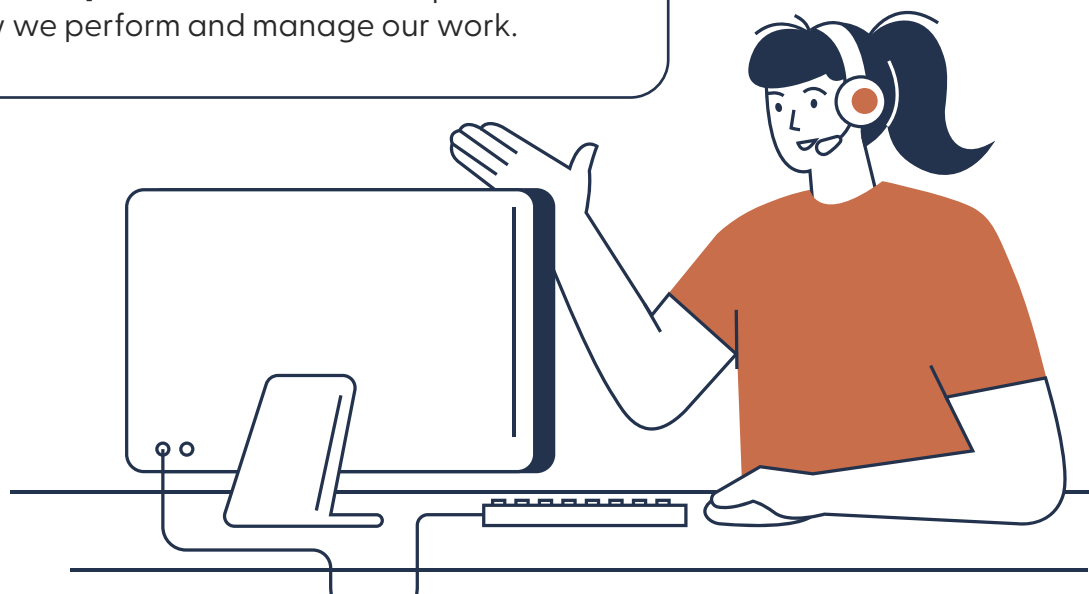
- [priority area]
- [priority area]
- [priority area].

Some of the actions we will be introducing include:

- [action]
- [action]
- [action].

This is not a one-off process. We will continue to check in with workers, review how these changes are going, and make improvements where needed.

If you have any questions, ideas or concerns, please speak with [name/role/how to contact]. Worker feedback is important and helps us improve how we perform and manage our work.



For more information and guidance, please see www.worksafe.tas.gov.au/mindsmatter