



Step 1: Understand

Business Data Checklist

Connecting the dots between data and workplace wellbeing

Looking at your workplace data can help you understand how your workers are going and spot early signs of stress or mental health concerns. Changes in things like unplanned leave, workers compensation claims, or complaints can mean that something in your workplace needs attention.

Checking your workplace data can help you act early, see what's working, and make decisions to support a healthy, safe workplace.

The below Business Data Checklist will help you identify signs of psychosocial hazards in your business data:

	Data source	What am I looking for?	What could it mean?
☐	Workers compensation claims	- Psychological injury claims - More claims, higher costs, or longer time off work - Similar claims in the same team, location, or under the same manager - Repeat claims or the same issues coming up again	- Mental health risks at work are not being well managed - Ongoing conflict that hasn't been resolved - Workers aren't getting the right support to return to work - A problem area that needs focused attention



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



	Data source	What am I looking for?	What could it mean?
☐	Incident and injury records	- Incidents involving aggression, abuse, threats, or trauma - Reports linked to fatigue, high workload, or time pressure - More near misses caused by distraction or mistakes - Repeat incidents in the same role or area - Follow-up actions that haven't been completed	- Workers may be under constant stress or fatigue - Violence or trauma risks are increasing or not well managed - Staffing, workload, or job design problems - Reporting culture is improving (if reports increase but severity drops)
☐	Sick leave and absenteeism records	- Sudden increases in unplanned leave in certain teams - Frequent short absences over time - Longer periods of sick leave - Changes after restructures, busy periods, or major incidents	- Stress, burnout, or reduced ability to cope - Poor team relationships or unresolved issues - Workload or rostering problems - People avoiding work or disengaging
☐	Recreation leave	- High leave balances (people not taking breaks) - Leave often cancelled because staff can't be released - Very long blocks of leave taken after long periods without breaks - Some teams finding it harder to take leave than others	- Not enough time for workers to recover, increasing burnout risk - Ongoing understaffing or poor planning - A culture where taking breaks isn't encouraged - Higher risk of injury, stress, and turnover
☐	Grievances, incidents, and complaints	- Reports of bullying, harassment, discrimination, or unfair treatment - Workload or rostering issues turning into formal complaints - Repeat complaints about the same people or areas - Slow responses or dissatisfaction with outcomes - More formal complaints instead of early, informal resolution	- People don't feel psychologically safe - Poor behaviour isn't being dealt with early - Workers don't trust reporting pathways - Stress is leading to conflict (or conflict is causing stress)

	Data source	What am I looking for?	What could it mean?
☐	Employee opinion surveys	• Low scores for workload, support from supervisors, role clarity, or respect • Many people saying they want to leave • Big differences between teams • Comments about burnout, bullying, or lack of support • Low participation, possibly due to fear or disengagement	• High mental health risks and workers not feeling safe to speak up • Leaders not providing enough support • Stress or uncertainty caused by recent or ongoing change • Workers not trusting that speaking up leads to action
☐	Minutes of meetings	• Repeated discussion about workload, staffing, fatigue, behaviour issues • Repeated requests for more support/resources • Wellbeing actions not being followed up • Risks raised without clear owners or deadlines	• Known problems aren't being fixed • Poor follow through on mental health risks • Leaders may be raising issues but lack authority or resources to address them • Issues may turn into claims or turnover if ignored
☐	Turnover data	• Higher turnover or transfer requests in certain teams or roles • People leaving within their first year • Exit feedback mentioning stress, workload, management, or culture • Vacancies staying open, increasing pressure on remaining workers	• Work environment and culture is causing harm to wellbeing • Managers need more support and knowledge to lead effectively • Workloads are unsustainable • Ongoing turnover may be increasing stress for those who stay



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