

Board reporting checklist

Keep your board informed and involved in wellbeing by including these items in your board reporting and discussions.

Note: This is intended as a guide only and may need to be adapted to take your organisation's unique circumstances into consideration. Privacy legislation requires that personal information about someone's mental health status cannot be disclosed with their consent.

Work Health and Safety

- Notifiable workplace incidents (e.g. death, serious injury or illness, or dangerous incident exposing staff or volunteers to serious risk)
- Reports or observations of:
 - bullying and harassment, violence or discrimination
 - workplace conflict
- Number of lost time injuries, workers compensation claims, staff turnover
- Levels of mental health-related absenteeism of staff and/or volunteers
- EAP utilisation level
- Nature of complaints or concerns raised via confidential hotline or whistleblower protections
- Specific adjustments required for returning staff or volunteers

Risk and compliance

- Risk register update covering known hazards, risks and planned implementation of preventative measures
- Policies requiring review to ensure they support workplace wellbeing
- Other issues that might prevent the organisation from meeting its due diligence obligations
- Continuity plans for staffing if operations are disrupted, e.g. natural disaster

Wellbeing strategy

- Progress against goals from wellbeing strategy, i.e. MUST, CAN, COULD actions
- Specific actions to support accessibility, diversity and inclusion as part of workplace culture
- Validate which initiatives are making a positive impact on team culture and wellbeing