

## **WELLNESS ACTION PLAN (WAP)**

Wellness Actions Plans (WAPs) are an easy, practical way of helping us to identify stressors or support our own mental health at work. For all of us, it's important to stay aware of our mental health work, and a WAP can help with this. If you are a manager, it can help you to support discussions about the wellbeing of your team members. A WAP can be used as a self awareness exercise to facilitate discussion.

### **What are the benefits of completing a Wellness Action Plan?**

A WAP can help you think about:

- what supports our mental health and wellbeing at work
- what makes us unwell at work
- what things can help keep us well
- the benefits of sharing and discussing our WAP with our manager to help support our wellbeing at work

For managers, a WAP can help:

- structure and start conversations about wellbeing with your team members
- signpost team members to a simple and practical resource to help support their wellbeing at work
- understand experiences and needs of individuals
- identify stressors and consider reasonable adjustments
- identify whether a stress risk assessment is appropriate

### **Wellness Action Plans and Stress Risk Assessment**

Employers have a legal duty to protect employees from stress at work by doing a risk assessment and acting on it. Managers must be mindful that a WAP is not a replacement for a stress risk assessment.

A WAP is a tool for individual use or to support discussion between a manager and employee to better understand and support wellbeing and mental health at work.

If risks are identified as part of a WAP, or any other discussion, a manager must arrange for a stress risk assessment to be undertaken as an outcome.

## Wellness Action Plan

1. What are the signs that you are feeling well and managing at work?

2. What can you do to proactively stay well at work?

3. Which situations at work, if any, trigger stress or poor mental health for you?

4. Which situations outside work, if any, trigger stress or poor mental health for you?

5. How might experiencing stress or poor mental health impact on your work or ability to work?

6. What early warning signs do you notice when you start to feel unwell or experience stress or poor mental health?