
Fine Tuning Automotive Mental Health

Action Plan Booklet





Fine Tuning Automotive Mental Health Program

Mental health affects everyone, and the workplace plays a significant role in our day to day lives which is why it is so important. A mentally healthy workplace protects and promotes mental health through its culture, management practices and policies, and through the values it projects.

Funded by WorkSafe's WorkWell program, the Victorian Automobile Chamber of Commerce has developed the Fine Tuning Automotive Mental Health Program. Its aim is to provide, information, resources and practical measures in the Automotive Industry to identify and prevent mental health issues in the workplace.

The program will assist employers in the automotive industry to manage and control risk factors associated with mental health in their work environment. Participants will work through key work related factors that impact on workplace mental health, assessing how these factors are managed at their workplace and seeking to decrease their impact.

VACC facilitators will provide guidance in working through the program, helping employers to access resources and information that that will enable them to build a mental health action plan. Actioning the plan in the workplace will both raise awareness and result in small incremental changes to create a more mentally healthy workplace.

How to use the Mental Health Action Plan

This booklet is a tool for you to use as you work your way through the program activities on the FTAMH website. The booklet will enable you to record your assessment of your workplace and areas that you think could be improved and/or need new measures to be implemented. You can prioritise which activities require attention and work through activities 3-9 in any order. Remember, this is your tailored workplace mental health action plan.

The resource material provided to you will assist you in achieving your mental health action plan. These are the WorkWell Toolkit, The Little Blue Book of Workplace Mental Health, printed posters and access to WorkSafe's WorkWell Toolkit. Our facilitators are here to guide you through this process.

WorkWell Toolkit

The WorkWell Toolkit has specific actions relating to each activity which will provide you with step-by-step advice and practical tools and resources, including policy and procedure examples and templates, guidance material, videos, tip sheets and more. You can choose to do as much or as little of the actions within the Toolkit as you wish but select the elements which you think will help you complete your action plan.

Activity 3: Workload Stress

Do you manage workload stress by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Ensuring that regular rest breaks are timetabled into all roles	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Considering options for flexible working hours, time-fractions and 'time off in lieu' (to help manage work-life balance)	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Regularly reviewing workloads, monitoring resources, correcting workload imbalances, and providing organisational support when needed	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that there are policies and procedures in place for the care and protection of employees	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring there is a supportive culture and counselling service providers available to everyone within the workplace	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Encouraging the participation and input of employees, team leaders and management to examine work systems and to develop policies and procedures that will reduce risk of work stress	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 4: Unreasonable Behaviours

Do you manage unreasonable behaviours by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Adopting a zero tolerance towards bullying by having clear policies and procedures and confidential systems for responding to workplace bullying, aggression, unreasonable demands, and other unwelcome behaviours	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Fostering an open workplace culture where speaking up about unreasonable behaviours is encouraged using staff meetings, and formal and informal team gatherings to talk about bullying and unreasonable behaviours	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that younger workers are mentored and provided with support networks so that they are not put at risk of negative behaviours	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring all staff are aware It is their responsibility, in accordance with their duty of care obligations, to ensure they are fit for work.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Implementing training workshops (and use posters, flyers, etc.) raise awareness of harassment, victimisation, unwanted attention, gendered violence, and other bullying behaviours	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 5: Relationships

Do you foster healthy relationships by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Using staff meetings, and formal and informal team gatherings to talk about respect, expected standards for workplace interactions, respect for boundaries and respect for difference.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring our workplace has support mechanisms in place when signs of stress are reported or become evident in individuals (through increased absences, deteriorating performance, uncharacteristic behaviours or becoming withdrawn)	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring managers and team leaders are committed to and model best-practice behaviours and encourage a team culture.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Encouraging and valuing feedback and contributions from co-workers	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that grievances and complaints are listened to, valued, and acted upon or responded to respectfully	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Adopting mindfulness habits in language, tone, respect of boundaries and personal and cultural sensitivities.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 6: Conflict and Dispute Resolution

Do you manage conflict and dispute resolution by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Ensuring there is a clearly communicated internal complaint/ dispute process in place which is confidential, and records are stored and managed appropriately.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring there is a designated responsible contact with whom complaints and grievances can be raised; may be a personnel officer, manager, or supervisor (not connected to, nor the subject of the complaint)	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that grievances can be escalated; providing access to a designated independent party to assist in mediation, counselling and resolution if required.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that any person making a complaint is protected from victimisation, bullying or other negative behaviours impacting upon their safety, mental health, and professional security	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Providing training to assist managers and supervisors in managing conflict correctly, in following correct processes and procedures, and in assisting in the conflict or grievance resolution process	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 7: Role Clarity and Recognition

Do you provide role clarity and promote recognition by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Providing clear role descriptions to all staff outlining their responsibilities and accountabilities and expectations attached to their roles	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Having policies and procedures in place for providing performance feedback.	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Consulting with staff when developing personal work plans or setting or reviewing performance targets	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that management, supervisors, and team leaders have a clear understanding of roles they oversee	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Providing professional development to ensure that a person's skills, capabilities, and experience are matched to the role they perform	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Having systems in place to ensure that effort, commitment, and capability is recognised and rewarded	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 8: Training and Support

Do you foster healthy relationships by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Ensuring that all at the workplace are equipped for the roles they perform – with the right tools, the right skills and the right training and supervision	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring induction training for new employees and younger workers (with appropriate monitoring, mentoring (buddy systems) and supervision in their roles)	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Creating an ‘open door’ culture of communication that welcomes ideas, training initiatives, teamwork, and collaboration to improve capabilities and workflow (and reduce bottlenecks and work-stress points)	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Providing ongoing training to managers and supervisors to assist them to recognise signs of work stress and to have organisational strategies in place to respond and support mental health	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Educating staff to recognise symptoms of stress, work-strain, and fatigue (in themselves and in others), and to equip them with personal skills and strategies to reduce stress and build resilience	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring all employees are aware of mental health support and counselling services available	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

Activity 9: Physical Work Environment

Do you manage the physical work environment by?	Tick the relevant answer	What would you like to implement or improve?	Complete?
Ensuring that the right information, equipment, and resources are provided	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Having regular 'hazard and risk' monitoring of the physical work environment	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring that all at the workplace are consulted about work conditions and can contribute to decisions impacting on health, safety, and personal comfort	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		
Ensuring there are adequate facilities (meal areas, toilets, handwashing, showers, changerooms), that these are appropriately placed for easy access (including disability access), offer privacy, and are always well-maintained and clean	<input type="checkbox"/> Yes, these are already in place <input type="checkbox"/> Yes, in place but could be improved <input type="checkbox"/> No, do not have, need to implement <input type="checkbox"/> No, not required		

The background is a solid orange color with a gradient. On the left side, there are several concentric circles of varying shades of orange, creating a spiral effect. A thick, wavy line of a lighter shade of orange curves across the top right portion of the image.

**People spend one third of their lives at work,
making it the ideal place to positively impact
mental health and wellbeing.**

Contact Us

03 9829 1130

Fine Tuning Automotive Mental Health Program

finetune.vacc.com.au



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WorkWell