



Healthy Heads Trucks & Sheds

# Looking after the mental health and wellbeing of your team.

The tools within this handbook have  
been created by industry for industry, to  
help leaders support better mental health  
and wellbeing, industry wide.

2025 to 2028





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## Mental health impacts all of us in some way

This handbook aims to help people leaders understand mental health and wellbeing and take action to support your team members to be their healthiest and best. Using this guide effectively will ensure your people have happier and healthier lives, in the workplace and at home.

### **How this handbook will help people leaders and small business owners**

A **people leader** is anyone responsible for supervising any road transport, warehousing and logistics worker including managers, supervisors and team leaders.

#### **People leaders can use this handbook to:**





-  improve your understanding so you can support better mental health and wellbeing in your people
-  have supportive conversations when you have concerns about someone's mental health and wellbeing
-  understand your responsibility in relation to supporting your people and those you work with
-  know the mental health and wellbeing supports you can access to get help for yourself and your people.

As a people leader, it is recommended that you also familiarise yourself with the "Looking after your mental health and wellbeing" handbook specifically written for team members.

## Why is mental health and wellbeing important?

Mental health and wellbeing plays a critical role in how people feel, think and work. It can have a significant impact in creating a psychologically healthy and safe workplace.

A psychologically healthy and safe workplace builds trust and strong relationships. It also:

-  Improves mental health and wellbeing
-  Improves workforce productivity, engagement and morale
-  Establishes greater loyalty within the workforce
-  Helps the organisation become an employer of choice



Reduces workplace costs associated with:

- absenteeism and turnover
- worker's compensation claims and premiums
- fines for breaches of health and safety laws
- discrimination claims

Following this guide and taking action will be good for yourself, good for your people, and good for your workplace.

## Why is mental health and wellbeing important?

**1 in 5**

**Australians will experience a mental health condition.**

ABS, 2022

**46%**

**of all claims are due to vehicle incidents**

Safe Work Australia (2015). [Work-related mental disorders profile.](#)

**32%**

**of workers indicated they had high or very high psychological distress.**

Indicators of a Thriving Workplace Survey 2023 Key Insights', Superfriend

**>60%**

**of drivers report fatigue**

[The Driving Health project \(2022\)](#)

**31%**

**of workers indicated they were experiencing burnout.**

Indicators of a Thriving Workplace Survey 2023 Key Insights', Superfriend

**Limited job control + high demands  
= STRESS**



**Understanding the basics**

## How you can support mental health and wellbeing


In addition to understanding mental health and wellbeing, you have a duty of care and legal responsibility to provide a healthy and safe work environment for your people, both physically and mentally.

But remember, it is not your responsibility to diagnose. You don't need to be a mental health expert or have all the answers to support your people.


However, you can contribute to an industry where everyone has positive mental health and wellbeing, and feels supported.

Follow the **four key principles** below, and you'll be on the path to setting the standard and becoming a great mental health leader.


### 1. Lead with care and compassion

-  Set the standard and role model positive behaviours. This will help create a workplace where everyone is civil and respects each other.


### 2. Be transparent in your interactions

-  Manage privacy and sensitive matters respectfully.

### 3. Get to know your people

-  Establish regular wellbeing check-ins with your people to build trust and positive relationships.

### 4. Notice changes in behaviour

-  You don't need to diagnose mental health concerns but you can pick up on signs that your people may need your help.



## The basics of mental health

### The following continuum provides a simple outline of the basics of mental health.

You can view mental health on a continuum from thriving to unwell. Depending on your circumstances in your life at any given time, your state of mental health may be located at any point along the continuum below.

#### THRIVING

#### UNWELL



Mental health can be impacted by a range of personal and work-related challenges, events and circumstances. These are known as mental health risk factors.

When the risk factors are present, people can move along the continuum, from a place of positive wellbeing to where they might experience mental health challenges. They can have trouble functioning as they normally would in the workplace and at home.

Support your people in choosing the self-care strategies that help them stay connected and healthy in their heads, emotions and bodies. This will enable them to thrive.

## What are the industry risk factors?

The road transport, logistics and warehousing industries have identified specific risk factors and they include:

**High job demands** – These include the pressure to meet tight deadlines, low levels of worker control and decision-making.

**Actions you should take:**

- ✓ Give everyone a voice to discuss the impact of job design risk factors, assess work characteristics and emphasise the meaningful aspects of work.

**Long hours, shift work and fatigue** – Shift work with rotating rosters, as well as long hours with prolonged concentration, can lead to sleep disturbance and fatigue.

**Actions you should take:**

- ✓ Comply with legislative policies and procedures relating to fatigue, shift work etc.
- ✓ Offer a choice in rosters and rotating shifts where possible.
- ✓ Promote access to social supports and connection to others.
- ✓ Transfer knowledge through enhanced digital capability.
- ✓ Promote positive lifestyle habits and support access.
- ✓ Manage changes that affect your people with transparency, civility and respect.

**Isolation and social disconnection** – Many people work remotely and may be isolated in their roles. This lessens social support which can impact their mental health and wellbeing through increased loneliness and depression.

**Actions you should take:**

- ✓ Increase their connection through digital capability.
- ✓ Encourage your people to work together to share knowledge and coping skills.
- ✓ Help them develop regular connections with family, loved ones and peers.



**Trauma and critical incidents** – Exposure to critical incidents is a common risk for warehousing, logistics and road transport workers. This can lead to trauma for victims and witnesses.

**Actions you should take:**

- ✓ Use the five steps outlined on page 13 to show effective support and develop a critical incident response plan. The plan should incorporate mental health and wellbeing support.


**Addiction and excessive behaviours** – Increased alcohol consumption, drug use and/or gambling are commonly used by workers as ways to cope with industry risk factors. These can further increase the risk to their mental and physical health.



**Actions you should take:**

-  Promote and role model the positive self-care practices that build resilience and coping skills.
-  Implement and communicate policies, procedures and behaviour expectations while also providing access to related support services and resources.

**Mental health stigma** – A culture of stigma around the challenges of mental health persists within the industry. This makes it difficult for workers to feel safe talking about their mental health and related concerns, or to use mental health and wellbeing resources. When our workers believe that those mental health stereotypes are correct, this is called self-stigma. The impact on your people's mental health can be great where their self-esteem and confidence to seek help is impacted.

**Actions you should take:**

-  Lead by example and speak openly about mental health and wellbeing, and treat mental health with the same importance as physical health.

-  Promote access to mental health and wellbeing awareness programs and education.
-  Make mental health and wellbeing a regular meeting agenda item and discuss different topics.

The right support at an early stage can help a person move towards a state of positive mental health and wellbeing. People leaders play an important role in achieving this by noticing the changes in behaviour that demonstrate support is needed.



*Making a commitment to discuss and respond to mental health and wellbeing for the team as we do with physical health was a quick win to reduce stigma in our shed. We put posters up in the break room to remind us to think about and promote mental health and support workers in the same way we would if they had a physical injury. If one of our workers was injured from a heavy equipment accident, we wouldn't ignore it or let them struggle if they were not okay – we should be able to talk about mental health problems in the same way.*

– Stephen, Warehousing Supervisor



## How to notice changes in behaviour

The mental health behaviour symptoms continuum on the next page will help you identify the different behaviours you might see demonstrated in the workplace. Regular mental health and wellbeing check-ins will help you better understand someone's baseline or typical patterns and you can then use the continuum to identify changes in their behaviour.

For example, when asked during a wellbeing check-in how they are going, a worker might report:

***“I've got a fair bit going on at the moment and I haven't had much sleep, but we'll get there.”***

You might notice they are irritable towards workmates and spend more time than usual alone. When someone is experiencing a mental health challenge, their function is impacted. Behaviour changes may become more obvious as the severity of their challenge increases in intensity or duration.

Remember, it is not your responsibility to diagnose, but recognising these changes can help you to act and support them.

## Mental health behaviour symptoms continuum

### THRIVING

### UNWELL

Optimal mental health	Mental health concern	Mental health condition
<ul style="list-style-type: none"> <li>– Normal or consistent mood</li> <li>– Good sense of humour</li> <li>– Good energy levels</li> <li>– Performing their job well</li> <li>– Normal sleep patterns</li> <li>– Physically fit and well</li> <li>– No or limited alcohol use or gambling</li> <li>– Demonstrates appropriate workplace behaviours</li> </ul>	<ul style="list-style-type: none"> <li>– Irritability and impatience</li> <li>– Forgetfulness</li> <li>– Trouble sleeping</li> <li>– Difficulty managing thoughts and emotions</li> <li>– Muscle tension/ headaches</li> <li>– Increased fatigue</li> <li>– Decreased activity/ socialising with co-workers</li> <li>– Regular but reasonable alcohol use/gambling</li> </ul>	<ul style="list-style-type: none"> <li>– Difficulty managing emotions</li> <li>– Worrying</li> <li>– Pervasively sad/hopeless</li> <li>– Negative attitude</li> <li>– Poor performance/ overworking</li> <li>– Poor concentration/ decisions</li> <li>– Restless, disturbed sleep</li> <li>– Increased aches and pains</li> <li>– Increased fatigue</li> <li>– Avoidance and withdrawal</li> <li>– Increase alcohol use/ gambling is hard to control</li> <li>– Emotional outbursts such as aggression</li> <li>– Excessive worrying</li> <li>– Depressed/ suicidal thoughts</li> <li>– Can't perform work duties or control behaviour</li> <li>– Sleeping excessively or not at all</li> <li>– Constant physical illness/impairment</li> <li>– Constant fatigue</li> <li>– Not socialising or communicating</li> <li>– Alcohol or gambling addiction</li> </ul>

**If you are concerned about a worker, ask yourself:**  
***On average over the last two weeks, where would I place them on the above continuum? What are some of the behaviour changes I have noticed?***

**If you place them at the half-way point or further to the right, it's a good time to check-in with them.**



**Supporting your people**

## The five steps to effective check-ins

Whether you are a leader employed by a workplace or you supervise contractors and owner/operators, getting to know them is one of the most effective ways to support their mental health. You can take the following actions to get to know your people.

### 1 – Getting ready

**Conduct a self check-in**

This will ensure you are in the right frame of mind and ready to have a conversation.

**Know how to connect**

Plan the best location for your team member to safely disclose a personal or work-related concern with you. Ask yourself is this a private, quiet space that is physically and psychologically safe.

**Prepare yourself**

Think about what you want to say. Why are you concerned about your team member? What changes in behaviour would you like to discuss with them? What tools and support can you share with them once you understand what the challenge may be (see "Getting help" on page 29)?

**Understand your role and impact**

Approach the conversation with the right mindset. You are there to listen. You don't need to bring solutions or have the answer in that moment.

**You might feel nervous or awkward in discussing mental health and personal matters with your people. Remember, you can be yourself and speak to them in the way you feel comfortable. This will be recognised as showing care and compassion.**

## 2 – Ask "are you OK?"



### **Act with care and compassion**

Let them know you are concerned about them and you are there for their wellbeing.



### **Demonstrate good intent**

"I wanted to let you know I'm concerned about you – how are you going?" or "I noticed you didn't seem yourself and I just wanted to check-in to see if you were OK".



### **When they say "I'm not OK"**

Let them know you are concerned about them and you are there for their wellbeing.

- "How are you going at the moment"?
- "You haven't seemed like yourself lately. Is everything OK?"
- "How's the family going?"
- "Last time we spoke I noticed you were under a bit of pressure. Are you OK?"

## 3 – Listen without judgement



### **Be open**

Let them share as little or as much as they want to. They may be challenged in sharing sensitive or personal information, so respect that. You can help reinforce your support by using statements such as "I understand this is difficult for you", "I'm here to listen if you change your mind" or "I respect your privacy. I can share some support services if that would help".



### **Normalise the situation**

Remind them it is normal to experience changes in mental health and mood.



### **Reinforce privacy**

Tell them you respect their honesty and appreciate them being open with you. Remind them you will not disclose any of the conversation unless they want you to.



## 4 – Encourage help-seeking behaviour



### **Ask them what they need**

“What supports or adjustments would help you manage being at work at this time?” or “Is there anything we need to change to help you?”



### **Share supports**

Whether or not they share their issue with you in the moment, it is a good idea to introduce some support and resources they can use when they are ready. “You may find it useful to speak to someone else. Would you like me to give you the details of some resources I think might be helpful for you to consider?”



Noticing when someone is struggling and talking to them at an early stage can make a real difference. Try not to become frustrated or disheartened if the worker does not want to speak or share how they feel.

## 5 – Follow up and support



### **Let them know you care**

Offer to check-in with them and arrange the next conversation. To ensure they feel supported, don't leave too much time between check-ins. “How about we speak again when your roster allows?” or “I'd like to give you a call by the end of the week. Does that work for you?”



### **Discuss immediate workplace-related support they need**

An example of this would be work adjustments that could be made to support them, e.g. flexible working hours, changes to rostering, changes to work tasks (where possible), or time off.





Some people take time to feel comfortable talking about themselves, or realise they are not coping and need help.

Part of effective mental health and wellbeing check-ins is understanding and addressing the potential psychological health and safety risk factors specific to the industry. You may want to speak to your people about the following work-related areas.

## Work design

Relates to how your people are coping with their work including workload and role clarity.


Let's talk about your job and how we can support you better every day.




-  How are you managing the work you need to complete? Do you feel you can manage this?
-  Do you understand what is expected of you in your role and is there anything I can do to support you?
-  Do I need to be aware of any current challenges in your role?
-  How can I best support you in managing your workload?

## Personal and home factors

Relates to things outside of the workplace that can impact on the mental health and wellbeing of your people.

Let's talk about how I support you in your wellbeing away from the workplace.




-  Do I need to be made aware of anything going on at home that is impacting you?

-  What things are working well for you at home?
-  What do you see as the top two priorities for managing your mental health and wellbeing of your home/personal life?
-  How can I support you in achieving these?

## Working remotely

Relates to those who work away from the workplace and other workers such as long-haul road transport drivers, some shift workers and contractors.

Let's discuss what it is like for you working remotely:

-  Do you feel there are challenges for you because you work remotely? Help me understand this.
-  What is working well for you? What do you feel you need more support with (Explore personal and work-related impacts related to their role)?
-  What can I do for you to feel more connected to the workplace and loved ones?

## Isolation and social disconnection

Relates to your people who primarily work alone for extended periods of times or outside of the workplace due to their role such as owner/drivers and contractors.

- ✓ Let's discuss your experience in working in isolation.
- ✓ Are there times that you feel you are disconnected or alone due to your job?
- ✓ How are you connecting with others during the day/night, e.g. family, friends, workmates?
- ✓ What can I do to better support you to reduce any feelings of isolation or disconnection?



## Any form of contact is better than no contact at all

Checking in can be more challenging if your people are working remotely or in regular isolation, such as some road transport drivers, warehousing operators and shift workers. Regular connections via phone or other means are still essential if you are unable to do it in person.



*As a small business owner, we don't have much spare time or resources, but the benefit of being a small team is we get to know our workers really well. Through HHTS, I realised I could use our strengths as a small business to implement regular 'toolbox talks' as a simple and effective tool to promote mental health and wellbeing. By including wellbeing as part of our regular check-ins, I can recognise the signs when workers aren't coping. By doing this I can support them when they need it and get them the right help to get better.*

– Scott, road transport small business owner



## Preventing suicide risk

### How to respond to and support your people

It is important to consider the relatively high rates of suicide in our industries. Suicide is a confronting and distressing topic for most people, and for leaders it may also come with the added concern; of how do you respond if one of your people shows signs that they are considering suicide?

Understanding the common warning signs for suicide and **four key steps** to supporting a worker at risk of suicide will help you to feel more comfortable about supporting someone.

#### Warning signs

A person who is thinking about taking their own life may give some clues or signs to those around them. These may be in what they say or do – or both.

What they might say often relates to feeling hopeless or helpless, or being a burden to others. For example:

- “I can’t take this anymore”
- “What’s the point?”
- “Things are never going to get better”

- “People would be better off without me”
- “Nothing I do will change anything”
- “I just want this feeling to end”.

#### Other warning signs or potential triggers for suicide includes:

- Being socially isolated
- Having a recent loss – e.g. relationship, job, death
- Increased drug or alcohol use
- Withdrawal from friends, family or the workplace
- Avoidance of phone calls, work meetings or interactions (particularly if this represents a change in behaviour)
- Giving away possessions
- Knowing a friend, family member or peer who has died by suicide
- Having a mental health condition and significant life event
- Behaving in a risky manner – e.g. drugs, alcohol abuse, driving recklessly
- Making a previous suicide attempt or talking directly about death, dying or suicide
- Threatening to hurt or kill themselves.

## The four key steps to support suicide prevention

### 1 – Ask and offer support

If you suspect a worker may be at risk of suicide, let them know you are concerned about them and you are there to help.

- ✓ Ask them directly about their thoughts and plans. Using the word “suicide” will not put the idea in their minds or make them act.

For example:

“I’m really concerned about you. Can I ask if you have been thinking about suicide?”

“It worries me, hearing you talk about how life is not worth living. Are you having thoughts of suicide?”

- ✓ Express empathy for their situation and tell them you would like to support them in getting help.

“I can’t begin to imagine what you are going through, but I really do care and I am here to support you.”

### 2 – Assess the situation

To understand if the worker has serious intentions to take their life, you need to understand if they have any active plans. To do this, ask them the following:

- ✓ Have they decided what means they would use e.g. “Have you thought about how you would take your life?”
- ✓ Do they have the means to carry out their plan, e.g. “Do you have access to all the pills you are talking about taking?”
- ✓ Have they decided when they will carry out their plan?
- ✓ Have they taken any steps towards following through with the plan?

### 3 – Take action

- ✓ It is important you do not agree to keep a plan for suicide a secret, and you inform the worker you are going to support them to seek help immediately.
- ✓ Do not leave the person alone, stay with them until they can be linked in with support.
- ✓ *If the worker reveals that they have a serious intention to take their life, it is critical that you seek help as soon as possible by contacting 000.*



Please refer to “Getting help” on page 30 for more information regarding mental health and suicide help lines.

### 4 – Take care of yourself

- ✓ Supporting someone or responding to someone who is contemplating suicide is very confronting. It is important to acknowledge this and seek support for yourself.
- ✓ Seek out someone you can talk to, such as a friend, family member, a workmate or professional support such as your employee assistance program (EAP) if applicable or a helpline (refer to the resources at the back of this guide).
- ✓ Remember you can only do your best to support your people, and that sometimes despite best efforts, people will still take their lives. If this occurs, it is important you seek further support for yourself.

## Crisis support services

### Police, Fire or Ambulance (emergencies only)

000

People with a speech or hearing impairment can use the One Zero Six (106) text based service.

### Employee Assistance Program (EAP)

Where applicable

### Lifeline

13 11 14

[www.lifeline.org.au](http://www.lifeline.org.au)

### Suicide Call Back Service

1300 659 467

[www.suicidecallbackservice.org.au](http://www.suicidecallbackservice.org.au)

## The mental health support continuum

The mental health support continuum provides examples of supports and approaches that you can be offering in the workplace, tailored to an someone's specific stage of mental wellbeing.

### THRIVING

### UNWELL

Optimal mental health	Mental health concern	Mental health condition
<ul style="list-style-type: none"> <li>– Set the standard for behaviour</li> <li>– Get to know your people</li> <li>– Provide ongoing support</li> <li>– Identify and resolve concerns early</li> <li>– Deal with performance concerns promptly and fairly</li> <li>– Demonstrate care and compassion</li> <li>– Provide opportunities for rest and recovery</li> <li>– Understand and resource yourself on mental health</li> </ul>	<ul style="list-style-type: none"> <li>– Act on behaviour changes</li> <li>– Adjust duties and job task as required</li> <li>– Know your mental health resources and how to access them</li> <li>– Reduce barriers to help seeking for your people</li> <li>– Consult with HR, WHS, EAP or other health professionals</li> <li>– Communicate services such as EAP and other wellbeing programs</li> <li>– Encourage early access to care and support such as medical specialists, GP or health professionals</li> </ul>	<ul style="list-style-type: none"> <li>– Involve mental health resources promptly</li> <li>– Manage privacy and confidentiality respectfully</li> <li>– Minimise workplace rumours</li> <li>– Respect personal limitations</li> <li>– Provide appropriate adjustments to duties</li> <li>– Maintain respectful contact</li> <li>– Involve employees in social support and networks</li> <li>– Seek specialist support as needed</li> <li>– Manage unacceptable behaviours</li> </ul>





**Promoting self-care and positive wellbeing behaviours**





## Take action:

### Support your people to be their best and take care of themselves

-  You can create a mentally healthy and productive team by providing the guidance and support which will help your people look after themselves. When done well, this will often prevent or reduce the impact of mental health and wellbeing challenges.
-  Promote self-care by making it a part of your regular meetings and one-on-one check-ins. Provide your people with additional support resources. The following is an example of how you can talk about self-care.

“We all need to look after our wellbeing and that of our families, our workplaces and workmates. Here are some tips for looking after yourself and I will provide you with further support resources when we finish this chat.”

### Using the four self-care strategies to create a self-care culture at work

-  Encourage your people to use a balanced approach across different areas to self-care. In this way you are helping them look after themselves in all areas of work-related and personal mental health and wellbeing.
-  Support your people's self-care and refer them to the managing your energy checklist in the handbook for road transport, warehousing and logistics workers. Ask them to reflect and score each question under each of the four self-care strategies (see over the page).

## Taking action:

Based on their score, discuss with them how they best manage their energy. This will help you support them having optimal mental health and wellbeing. Have a discussion with your team and provide some examples from the four strategies for self-care using the following questions:

“What self-care area is most important to you?” and  
“What support can I give you to work on your chosen action?”







## The four strategies for self-care

### 1 – Body






- ☐ **Manage sleep and stress:** Regular exercise, nutrition and relaxation can help improve sleep quality.
- ☐ **Develop a targeted physical activity program –**  
One that is flexible for your work hours and helps you manage fatigue.
- ☐ **Don't forget to breathe:** Control your breathing by inhaling slowly and deeply through your nose, and exhaling through your mouth. Do this for several minutes and you will start to feel better and more relaxed in your head, heart and body.
- ☐ **Exercise, nutrition and balance.**
- ☐ **Move and stretch:** Change posture throughout the day.
- ☐ **Control your media intake:** Schedule some time to 'switch off' and take a break from your phone and media exposure.

- ☐ **Take leave:** Be aware of your entitlements and take opportunities – make plans for long weekends and book a holiday.
- ☐ **Take breaks throughout the day:** E.g. going for walks to the kitchen to make a cup of tea/coffee or rest stop.
- ☐ **Develop healthy habits and routines:** Start simple, do what is enjoyable, make a plan and stick to it. Make swaps, plan ahead, make time for things you enjoy, reward yourself and don't beat yourself up if you miss a day.
- ☐ **Stay hydrated:** Have water accessible and remember to have regular sips.






## 2 – Emotions





-  **Be aware of your feelings, thoughts and behaviours:** Being aware of the "here and now" can help you feel calm and reduce stress. Pay attention to:
  - 1) what you are feeling (e.g. "I am feeling anxious")
  - 2) what thoughts you are having (e.g. "I am worried that I won't meet this deadline")
  - 3) how you are behaving in response to your thoughts and feelings (e.g. "I am restless and agitated by small things that wouldn't normally bother me").
-  **Identify your triggers and know when you are most vulnerable:** Pay attention to situations that give you a strong emotional response to identify patterns.
-  **Share your thoughts and feelings with people you trust to gain perspective and support.**
-  **Be kind to yourself and others:** Even the smallest act can count, whether it's a smile or a kind word.
-  **Laughter/smiles/jokes/humour:** Spending time on things that make you laugh is good for your mood and mental health.
-  **Manage personal boundaries:** Making self-care a priority will help you be more aware of your limits. Give yourself permission to say no.

## 3 – Mind

-  **Practise self-compassion:** Avoid negative self-talk and blame by treating yourself as though you were talking to a close friend – comfort and soothe, motivate and encourage yourself when you are struggling.
-  **Adopt a growth mindset:** People who believe that their most basic abilities can be developed through time and effort are more likely to learn and improve.
-  **Be flexible in your thinking:** As humans we naturally try to categorise things as black or white, but thinking this way can be unhelpful as most situations in life have shades of grey. Thinking about something in a different way and trying new ways of doing things can increase effective problem solving.
-  **Focus on the things you can control:** Focus on your own behaviours and accept limitations 'e.g. "I can't control certain things".
-  **Practise gratitude and positive thinking:** Reflect on two things that you are grateful for and two things that you are looking forward to each day.

## 4 – Connection

-  **Stay connected:** Talk to your friends and family about how you feel, and allow time to spend with the people you care about.
-  **Be present:** To really connect with people, we have to be present. Try to truly listen, without any judgment or intention to respond.
-  **Access support services:** Talk openly about support services and share your experiences of resources and services like counselling, doctor etc.
-  **Connect with workmates:** Create regular opportunities for team de-briefings and peer support groups.
-  **Connect with purpose:** Discuss challenges, and focus on what makes work meaningful, rewarding and enjoyable.

-  **Share positive experiences:** Sharing your knowledge and coping skills will give you a chance to help and support others. This can increase emotional support for all people and can be personally rewarding.
-  **Be compassionate and caring in your interactions:** Show you care and want to support your people by having regular wellbeing check-ins and asking "are you ok'?"
-  **Ask for help:** Utilise and acknowledge the assistance provided by others.
-  **Help others:** Research indicates that helping others increases our happiness, provides a sense of meaning, increases feelings of competence, improves our mood and reduces stress.

Additional practical skills and resources to support you further can be found by accessing the 5 Ways to Wellbeing website:

**[www.5waystowellbeing.org.au](http://www.5waystowellbeing.org.au)**

To support your people to embed a regular self-care plan, ask them to complete the following exercise before you finish your conversation.

**What are 2 – 3 self-care actions or goals you would like to start with, based on the four self-care strategies (emotions, mind, connection, body)?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



As per all good mental health conversations, you should follow up in your next meeting to see if they were able to try this action and if they need any support from you to do this going forward?

## The people leader checklist

This handbook has outlined the importance of leading by example when supporting the mental health and wellbeing of your people. It is important to remember the following important actions that contribute to their overall health and productivity.

1. Understanding mental health and wellbeing and how these can positively impact your people.
2. Increasing your own awareness of the psychological health and safety risk factors in the road transport, logistics and warehousing industries.
3. Organising regular supportive wellbeing check-ins with your people to prevent any work-related or personal mental health and wellbeing challenges.

Encouraging your people to self-care and supporting them in getting self-help and looking after themselves.

**The following are questions you can ask yourself to ensure you not only promote the mental health and wellbeing of your people, but work towards creating a psychologically safe, healthy and thriving workplace.**

- ☐ Do I set the standard and lead with care and compassion by getting to know our people?
- ☐ Do I demonstrate visible and active commitment to mental health and wellbeing?
- ☐ Do I treat mental health related concerns and discussions the same as physical health and actively contribute to reducing stigma?
- ☐ Do I meet compliance with relevant workplace legislative requirements?
- ☐ Do I role model positive and appropriate workplace behaviours to my team and workmates?
- ☐ Do I provide access to mental health and wellbeing training and resources to develop a supportive workplace? (Consult with HHTS.)

## Getting help

**For access to direct mental health related support services, we welcome you to contact one or all of the following organisations should you need to talk to someone or want to help someone.**

**Beyond Blue**

1300 224 636  
[www.beyondblue.org.au](http://www.beyondblue.org.au)  
(24 hours per day, 7 days per week)

**Relationships Australia**

1300 364 277  
[www.relationships.org.au](http://www.relationships.org.au)

**The Black Dog Institute**

[www.blackdoginstitute.org.au](http://www.blackdoginstitute.org.au)

**1800 RESPECT**

1800 737 732  
[www.1800respect.org.au](http://www.1800respect.org.au)

**TIACS**

0488 846 988

**Mens Line Australia**

1300 78 99 78  
[www.mensline.org.au](http://www.mensline.org.au)

**Sane**

1800 18 72 63  
[www.sane.org](http://www.sane.org)

### Crisis Support Services

**Lifeline**

13 11 14  
[www.lifeline.org.au](http://www.lifeline.org.au)

**Suicide Call Back Service**

1300 659 467  
[www.suicidecallbackservice.org.au](http://www.suicidecallbackservice.org.au)

**Police, Fire or Ambulance (emergencies only)**  
**000**

**People with a speech or hearing impairment**  
**can use the One Zero Six (106) text based service.**

**Discuss with your people leader what supports your workplace offers.**



[healthyheads.org.au](https://healthyheads.org.au)