



Workplace Wellbeing Assessment Checklist

Leadership and Management

- ☐ Managers communicate clearly and consistently with employees.
 - ☐ Employees receive regular feedback and recognition.
 - ☐ Leaders promote a culture of respect and inclusion.
 - ☐ Employees feel comfortable discussing concerns with management.
 - ☐ Employee well-being is actively supported by leadership.
-

Workload and Job Demands

- ☐ Workloads are realistic and manageable.
 - ☐ Employees have sufficient resources to perform their roles effectively.
 - ☐ Job expectations and responsibilities are clearly defined.
 - ☐ Employees are encouraged to take breaks and annual leave.
 - ☐ Overtime and excessive working hours are monitored and managed.
-

Workplace Relationships

- ☐ Employees are treated with dignity and respect.
- ☐ Workplace conflict is addressed promptly and fairly.
- ☐ Team members collaborate effectively.

- ☐ Employees feel a sense of belonging within their teams.
 - ☐ Bullying, harassment, and discrimination are not tolerated.
-

Employee Wellbeing

- ☐ Employees have access to wellbeing support services.
 - ☐ Mental health and wellbeing are openly discussed and promoted.
 - ☐ Employees are encouraged to maintain a healthy work-life balance.
 - ☐ Wellness initiatives are offered throughout the year.
 - ☐ Employees know where to seek support when facing personal challenges.
-

Communication and Engagement

- ☐ Employees are kept informed about organizational changes.
 - ☐ Employees are encouraged to share ideas and feedback.
 - ☐ Staff feel that their opinions are valued.
 - ☐ There are regular opportunities for employee engagement.
 - ☐ Communication channels are open and accessible.
-

Growth and Development

- ☐ Employees have opportunities for learning and development.
- ☐ Career progression pathways are clearly communicated.
- ☐ Managers support employee growth and development.
- ☐ Training opportunities are accessible to all staff.

☐ Employees feel challenged and motivated in their roles.

Psychological Safety

☐ Employees feel safe expressing opinions and concerns.

☐ Mistakes are treated as learning opportunities.

☐ Employees can ask for help without fear of judgment.

☐ Diverse perspectives are respected and encouraged.

☐ Trust exists between employees and management.

Scoring

35–40 Yes

Excellent workplace wellbeing culture.

28–34 Yes

Strong well-being practices with opportunities for improvement.

20–27 Yes

Moderate well-being environment. Targeted interventions are recommended.

Below 20 Yes

Significant well-being risks may exist. A comprehensive wellbeing strategy should be considered.