

Building Block 1: FOUNDATION



Learning Objectives

- ☐ **Frame** – What you want to do with regards to psychological health and safety
- ☐ **Gain** – Leadership buy in and stakeholder commitment
- ☐ **Identify** – Requirements, needs and resources



Goal: Develop the foundation necessary to design and implement a mental health strategy

Psychological Safety: A ROADMAP

GETTING STARTED

- Foundation
- Support
- Planning

GAINING MOMENTUM

- Leadership
- Culture
- Connections
- Prevention

RAISING THE BAR

- Excellence



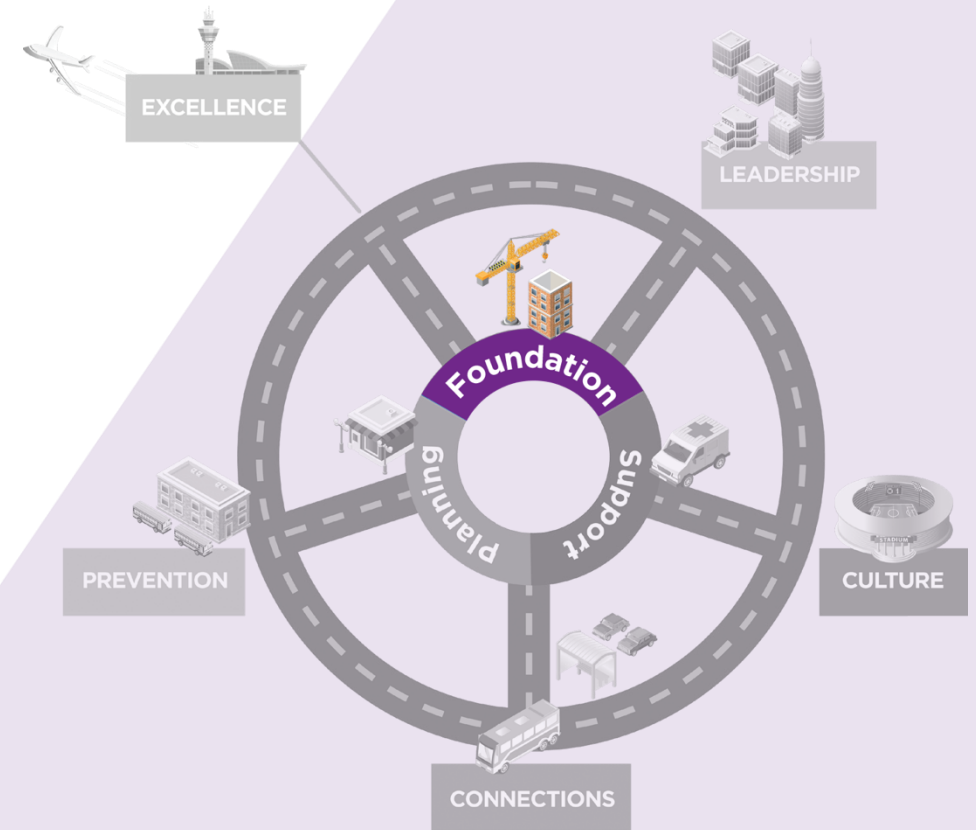
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Foundation

The purpose of the Roadmap Foundation Building Block 1 is to assist in laying the foundation for building a workplace psychological health strategy/system. Each building block will leverage the Plan – Do – Check – Act cycle to gain familiarity with the management system approach.

Each of the following slides will assist in making decisions and plans to facilitate a program that fits your organization's need to prevent mental harm and promote mental health.



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PDCA cycle

P

Plan – Determine what you will do and how you will go about doing it.

D

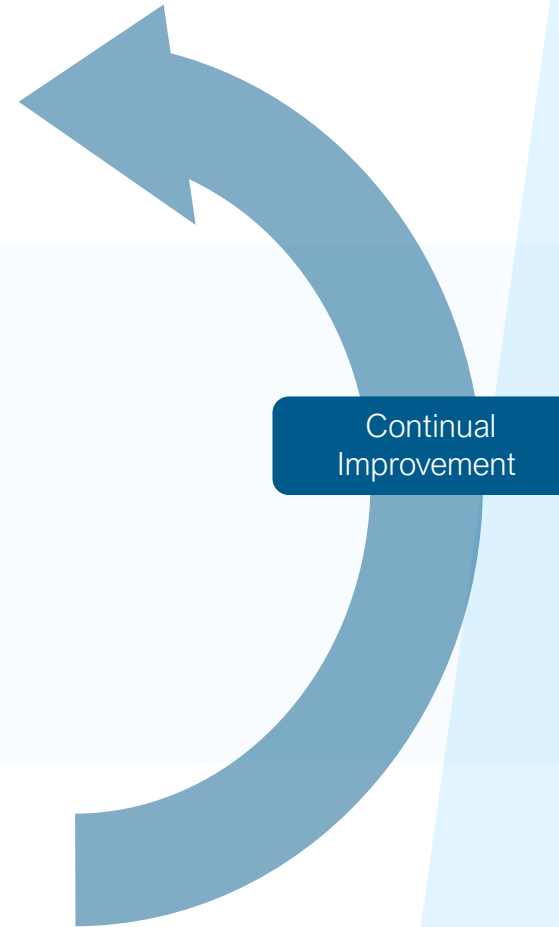
Do – Implement what was planned.

C

Check – Assess performance relative to the plan.

A

Act – Take appropriate action to correct and improve.



Setting the Stage

Action 1: A helpful first step to prepare for Building Block 1 is to explore your organization's current readiness, barriers, supports and programs.

- Consider completing the WSPS Organizational Readiness Survey found on the [ThinkMentalHealth.ca](https://www.thinkmentalhealth.ca) website

Action 2: How would you define success (e.g., what specific behaviours and measures are most important) knowing that this will evolve and change over time?

- Frame and define what success looks like and how it can be measured (e.g., key performance metrics)



Determining Organizational Readiness

Facilitating a program that meets your organization's needs

What are you ready to commit to?

Have you already started?

Who needs to be involved?

What capacity do you have?

How much staff access do you have?

Do you have financial support?

Not ready yet



Build a mental health strategy – Conduct a [Rapid Psychological Health & Safety gap analysis](#)



Adopt the CSA National Standard –
Proceed to Building Block #8 for more information



Determining Organizational Readiness

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Who needs to be involved?

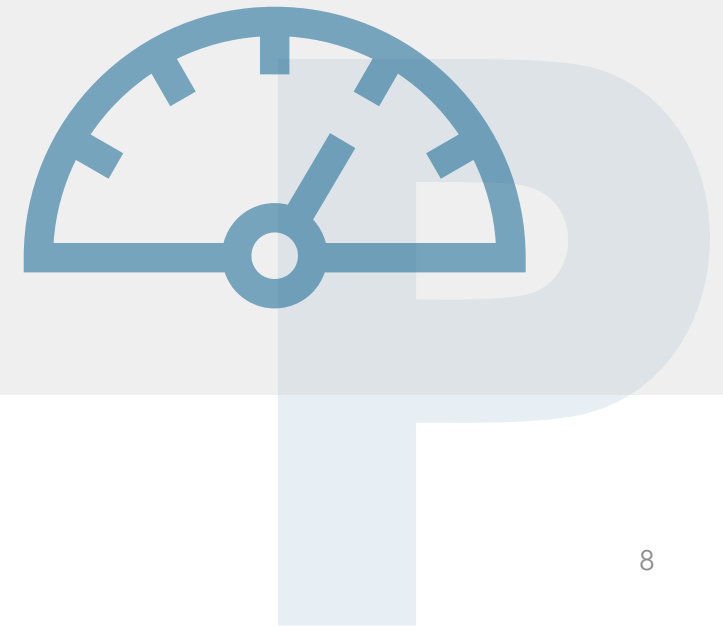
What capacity do you have?

How much staff access do you have?

Do you have financial support?

How would you describe your organization's current maturity with respect to psychological health & safety? (check which box best applies):

- ☐ **Getting started:** We have limited programs in place for prevention.
- ☐ **Gaining momentum:** We have a mental health plan/strategy launched.
- ☐ **Raising the bar:** We have begun the process of implementing the National Standard.



Determining Organizational Readiness

Facilitating a program that meets your organization's needs

What are you ready
to commit to?

Have you already
started?

Who needs to be
involved?

What capacity do
you have?

How much staff
access do you
have?

Do you have
financial support?

Key stakeholders	Level of buy-in 1(none) – 5(fully bought in)	What is your approach to obtain/maintain buy-in?
Executive leadership		
Senior leadership		
Middle management		
Front line leaders		
Employees		
Union		
HR		
OHS		

Determining Organizational Readiness

Facilitating a program that meets your organization's needs

What are you ready to commit to?

Have you already started?

Who needs to be involved?

What capacity do you have?

How much staff access do you have?

Do you have financial support?

What is your champion(s) capacity?

How many champions will you have?

What percent of their current role will be allocated to this function?

Will you be having a committee to support implementation?

Does your committee include employees and consider diversity?

How much time will they be able to allocate per month?

e.g. 5% = 2hrs, 10 champions (5%) = 1/2 FTE capacity

Determining Organizational Readiness

Facilitating a program that meets your organization's needs

What are you ready to commit to?

Have you already started?

Who needs to be involved?

What capacity do you have?

How much staff access do you have?

Do you have financial support?

To facilitate the implementation of psychological health and safety programs, it is helpful to estimate the number of days per year you can get access to employees during work time.

# of days available	Employees	Leaders
Two days		
Four days		
Six days		
Other		



Determining Organizational Readiness

Facilitating a program that meets your organization's needs

What are you ready to commit to?

Have you already started?

Who needs to be involved?

What capacity do you have?

How much staff access do you have?

Do you have financial support?

Have you established a budget?

Do you need to make a financial business case to get financial support or maintain it?

If you have no current budget, are you expected to build your plan first then request your budget, before you can begin?

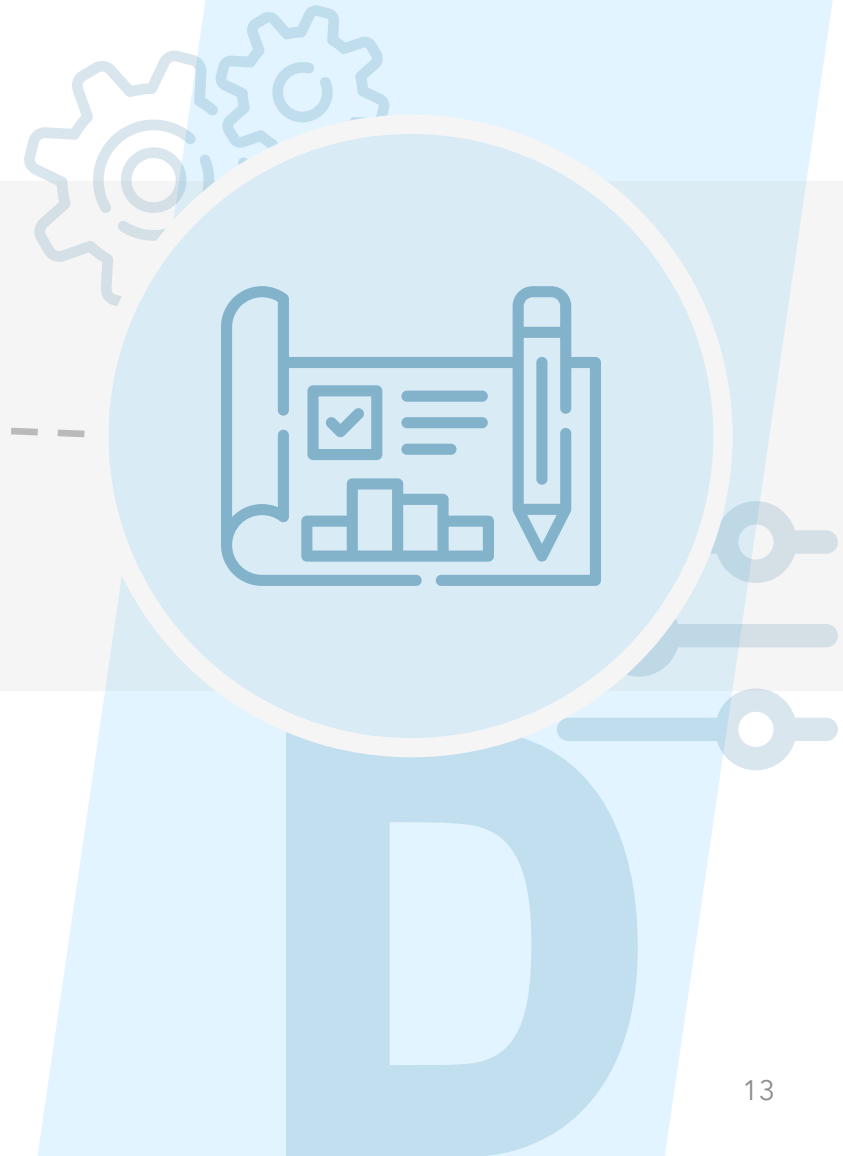


Employee Experience scorecard



Implement

Action steps to consider	How will each element be implemented?
Project management	
Communication plan	
Scheduling	
Facilitation strategy	
Employee feedback strategy	
Change management	
Training plan	



Monitor

Define success metrics for example:	Be specific
Desired key performance behaviours (KPBs)	
Target key performance indicator (KPI) results	
Desired outcomes/results	
What data will be collected/available (e.g., qualitative or quantitative data)?	
What reporting will be completed?	

Correct and Improve

Have we met our targets or goals?

Do we need to make any adjustments?

Do we have opportunities for continual improvement?

PDCA cycle

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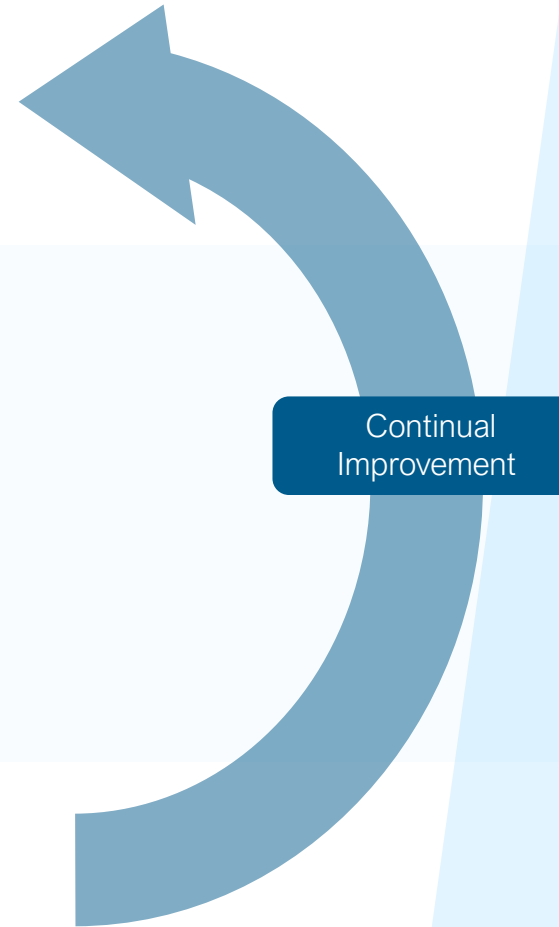
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Resources

Rapid Psychological Health & Safety gap analysis

A fast and efficient way to get a stronger reading on your current psychological safety programming (slide 7)

Compass

Examine what challenges and strengths are in place to promote employees' total health (slide 4)

Making the Business Case for Mental Health in the Workplace

This article showcases how to simply and efficiently present the information when forming a business case (slide 12)

Employee experience scorecard online tool

This calculator estimates the cost of employee workplace mental health concerns and then compares them to the investment in programs and policies (slide 12)



Opportunity for Integration



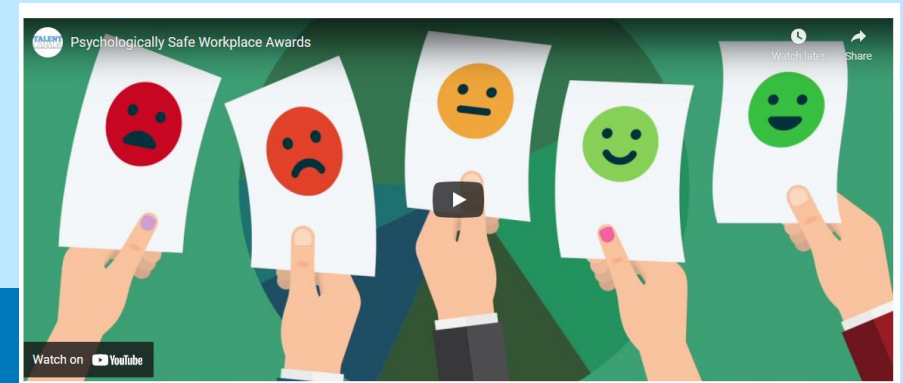
Mental Fitness Index Assessment:

- Provides you with aggregate dashboard of your organization's overall charge score
- Identifies psychological health and safety gaps to inform strategic decision-making
- Promotes two-way accountability and establishes employee and organizational health baseline measures
- May be eligible to receive Psychologically Safe Workplace award distinction

What you get:

- Aggregate dashboard report for the organization including scores pertaining to program participation and impact, psychological health and safety, mental fitness and employee experience
- Each employee receives an individualized report and resources to improve their mental fitness

Go to the website to watch the video and learn more:
<https://www.psychologicallysafeworkplace.com/faq/>



Psychologically Safe Workplace Award: MFI Fee guide

Less than 100 employees	\$499 + tax
100-500 employees	\$799 + tax
More than 500 employees	\$999 + tax

WSPS Resources

- [Organizational Readiness Tool](#)
- Roadmap Jump Start Guide
- Sample Action Plans from Think Mental Health.ca
 - [Getting Started](#)
 - [Gaining Momentum](#)
 - [Raising the Bar](#)
- WSPS Gap Analysis Tool



It is recommended that the organization have its own copy of the National Standard (free download from CSA Group).

Maximize your Roadmap experience



For consulting support services, please contact:



roadmap@wsps.ca

Building Block 2: **SUPPORT**



For all your health and safety solutions, contact:

Workplace Safety & Prevention Services

1 877 494 WSPS (9777)
WSPS.CA

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