

# Psychosocial Safety & Employee Well-Being Framework Inclusions

Our model includes two connected sets of tools:

## EMPLOYEE TOOLS

- Psychosocial Safety and Well-Being Policy**  
A clear policy that outlines the organisation's commitment, employee expectations, reporting pathways, and responsibilities.
- Well-Being Checklist (Six-Monthly)**  
A structured self-assessment to help employees consider their workload, well-being, work environment, connection, and work-life balance.
- Ad-Hoc Self-Assessment Tool**  
Used by employees following a change in circumstances, workstation updates, an incident, or when additional well-being support is needed.
- Anonymous Well-Being Survey (Six-Monthly)**  
Captures insights into culture, leadership, workload, role clarity, connection, psychological safety, and areas for improvement.
- Psychosocial Safety & Well-Being Fact Sheet**  
A useful guide to help employees understand psychosocial hazards, expectations, and available support.

## EMPLOYER / PCBU TOOLS

- Psychosocial Risk Register**  
A central register of identified risks, control measures, responsibility, and review dates.
- PCBU Psychosocial Hazards Checklist**  
A structured audit tool for leadership to assess gaps in systems, communication, culture, and workload that may contribute to psychosocial risk.
- Prevention Plan**  
A required document under Victorian safety expectations that outlines how the organisation prevents sexual harassment, gender-based harassment, and psychosocial harm.
- Client User Guide**  
A practical overview that explains how the psychosocial safety tools fit together and how to implement the framework consistently across the business.
- Operational Review & Action Plan**  
A summary of the organisation's review schedule, responsibilities, and continuous improvement requirements for maintaining psychosocial safety.

## How Now Actually supports you

We offer end-to-end support, including:

- **Framework setup and customisation:** we tailor all documents, processes and communication to suit your organisation.
- **Employee & manager briefings:** we help you roll out the framework smoothly and clearly across your business.
- **Ongoing risk monitoring:** we assist with interpreting survey insights, checklists, and risk register updates.
- **Compliance and governance assurance:** we maintain alignment with legislative changes (including the December 2025 updates).

## What this delivers for your business

- Compliance confidence
- Early risk identification
- A stronger employee experience
- Create a detailed rollout plan
- Draft all documents on your behalf