



# Good Practice Actions

## Action

## Description



### Promote

#### Wellbeing Plan

Through a process of consultation and collaboration, leadership co-designs with lawyers and staff a Wellbeing Plan for the legal workplace.

#### "Managing for wellbeing" training

Principals and others with management roles undertake training on supportive management practices, understanding and addressing psychosocial hazards, effective supervision and reflective practice, recognising and rewarding effort and performance, and detecting and addressing wellbeing issues in staff and teams.

#### Wellbeing induction, education, and resources

Provide structured wellbeing education and resources for lawyers and staff across the employee lifecycle to promote awareness of how wellbeing affects an individual's legal practice. Leaders model participation and empower individuals to develop self-management strategies and to encourage help-seeking.



### Protect

#### Regular one-on-ones with leaders or managers

Leaders have regular (ideally weekly or fortnightly) one-on-one supervision meetings with all lawyers and support staff who report to them, to discuss workload, role clarity, work challenges, feedback, development aspirations, and overall wellbeing.

#### Psychosocial risk assessment and early intervention

Conduct a regular psychosocial risk assessment to identify and mitigate potential hazards, including excessive workloads, long work hours, lack of support, traumatic case content, interaction with persons with challenging behaviours and negative workplace behaviours.

#### Reporting system and risk register for psychosocial incidents

Implement a clear, confidential reporting system for psychosocial incidents such as bullying, harassment, or work-related stress. Maintain a register to track these incidents and monitor trends, examining existing controls to determine why the incident occurred and revising where appropriate to minimise future risks.



### Respond

#### Access to confidential counselling

Ensure all employees have 24/7 access to confidential mental health and critical incident support services, through an Employee Assistance Program (EAP) or other source.

#### Critical incident response policy

Establish and implement a Critical Incident Response Policy to swiftly address significant workplace events that impact lawyer and staff wellbeing.

#### Wellbeing response training for managers

Provide training for principals and others in management roles equipping them to recognise and respond to early signs of stress and mental illness in lawyers and staff.



# Good Practice Workplace Assessment

Date

Name & Organisation

Action

Current Status



## Promote

Wellbeing Plan ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

"Managing for wellbeing" training ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Wellbeing induction, education, and resources ☐ Not started ☐ Completed ☐ Underway ☐ Needs review



## Protect

Regular one-on-ones with leaders or managers ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Psychosocial risk assessment and early intervention ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Reporting system and risk register for psychosocial incidents ☐ Not started ☐ Completed ☐ Underway ☐ Needs review



## Respond

Access to confidential counselling ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Critical incident response policy ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Wellbeing response training for managers ☐ Not started ☐ Completed ☐ Underway ☐ Needs review

Next steps and general notes



# Good Practice Resources

This document will be updated as new resources become available. If you would like to contribute email [lawyerwellbeing@lsbc.vic.gov.au](mailto:lawyerwellbeing@lsbc.vic.gov.au).



## Promote

### Wellbeing Plan

- [WorkSafe WorkWell Toolkit](#), especially the downloadable 'Mental health strategy and action plan template' in [Mental health resources](#)
- [Victorian Mentally Healthy Workplaces Framework](#), especially the downloadable templates and guides in [Your Strategy and Action Plan for a Mentally Healthy Workplace](#)
- Government of South Australia's [Healthy Workplaces Toolkit](#) especially the downloadable 'Health and wellbeing policy template' in [Toolkit templates and resources](#)

### "Managing for wellbeing" training

- [Law Institute of Victoria's Education Courses](#), especially [Mental Health First Aid training](#)
- WorkSafe guidance on [Mental health safety basics](#) and [psychosocial hazards contributing to work-related stress](#)
- Victorian Government's [Leading for Wellbeing Seminar Series](#), including [The importance of wellbeing and addressing common myths](#)

### Wellbeing induction, education, and resources

- Law Institute of Victoria's [Wellbeing Resources](#)
- BeyondBlue's [Learn about mental health](#) resources, especially the [Wellbeing Action Tool](#)
- American Bar Association's [Wellbeing Toolkit for Lawyers and Legal Employers](#)



## Protect

### Regular one-on-ones with leaders or managers

- VLSB+C's [Guidelines for supervisors](#), especially the [Supervised legal practice – Information for supervisors](#) factsheet
- Legal Practitioners' Liability Committee's [Tips for effective supervision](#)

### Psychosocial risk assessment and early intervention

- WorkSafe [Risk management tool](#)
- The Victorian Mentally Healthy Workplaces Framework [Self-assessment tool for small businesses](#)
- The Victorian Framework [People at Work Survey](#)
- [Systems Theory of Change Report](#) highlighting drivers of poor lawyer wellbeing
- Comcare's [Regulatory guide – Managing psychosocial hazards](#)

### Reporting system and risk register for psychosocial incidents

- Safe Work Australia's [Managing psychosocial hazards at work Code of Practice](#), especially Section 7 and Appendix C
- Australian Human Rights Commission [Guidelines for Complying with the Positive Duty under the Sex Discrimination Act 1984 \(Cth\)](#)



## Respond

### Access to confidential counselling

- Law Institute of Victoria [Member Counselling Service](#)
- Mental health services and government supports for [small businesses](#)
- Comcare's factsheet [Principles for Better Practice Employee Assistance Programs](#)

### Critical incident response policy

- Queensland Government's [Create an incident response plan](#) guide
- ACNC's [Safeguarding incident response plan](#) template

### Wellbeing response training for managers

- The Victorian Framework's downloadable tool on [Supporting the recovery-at-work and return-to-work of a worker](#)
- WorkSafe's WorkCover [Claims information for employers](#)