

Building a culturally safe workplace

Checklist

Building a culturally safe workplace for all employees starts with good policies and practices and creating a supportive environment for your workforce. Developing the skills to build awareness, competency, and cultural safety takes time and is part of a journey. Use this checklist to get you started:

- Know and acknowledge what Country your business is on.
- Include an Acknowledgement of Country on your website and in your office space.
- Review your employment practices and policies. Focus on removing potential barriers and creating opportunities for First Nations peoples.
- Review your recruitment and selection processes to ensure they are inclusive for all people.
- Raise awareness of racism and unconscious bias in the workplace.
- Provide cultural awareness training for your staff to build an understanding of First Nations peoples.
- Get to know your employees, the way they work and how they like to communicate to help build trust and engagement.
- Consider developing a mentor program for First Nations employees to provide cultural support and guidance in the workplace.
- Educate your workforce on Aboriginal and Torres Strait Islander cultures.
- Share information about First Nations culturally important dates and encourage individuals to attend events such as NAIDOC Week and National Reconciliation Week.
- Consider developing a First Nations engagement strategy and/or a Reconciliation Action Plan to demonstrate your commitment to reconciliation with First Nations peoples.
- Consider how you engage with First Nations people through your work, including your supply chain and subcontractors.

These actions are not exhaustive – rather, they are provided to help you start your cultural capability journey. For more detailed information on each of these activities, with suggested actions for your business please refer to the *Paving the Way* – Cultural Capability Resource. For details about the *Paving the Way* – the First Nations Training Strategy visit desbt.qld.gov.au/first-nations-training.

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