

## Mental Health – A Guide for Employee's

Mental Health in the workplace is everyone's responsibility. Employee's, managers and leaders all have a role to play. This guide will assist you to identify what you as an employee can do to call out psychological risks and hazards, promote good mental health, support others and importantly, look after your own health and wellbeing.

The following outlines some of the things you can do to promote a positive and mentally healthy workplace environment:



### Incident reporting

If you notice a workplace stress incident report this as you would any physical incident.

Typical examples of these include:- bullying, harassment or discrimination, conflict between colleagues in the workplace, unreasonable work demands, and customer aggression)

#### What you can do...

- Report all psychosocial (workplace stress) incidents where someone has clearly been affected or is distressed as soon as practical to your manager/supervisor or using the relevant on-line incident reporting system (e.g. SAP-MPS portal/Injury Prevention and Management/Incident Management/Record an Incident.).



### Promote Good Mental Health

All employees play a significant role in shaping attitudes and the overall working environment. The way you treat your colleagues, work together as a team and get involved in workplace initiatives can all impact on a positive working environment and promote good mental health.

#### What you can do...

- Talk openly and positively about mental health in the workplace to reduce stigma.
- Encourage open communication when problems arise and help find solutions.
- Respect others and celebrate differences.
- Be a positive role model- be genuine in your actions and promote the kind of culture that inspires people to do their best.
- Speak up if you see instances of bullying, harassment, discrimination or workplace conflicts.
- Support initiatives aimed at improving mental health in the workplace.
- Understand how your workplace can support you and how you can access help if you need it.



### Check in with a colleague

We spend almost every day with our colleague's so we're in a good position to spot changes in their mood or behaviour. Checking in might be the nudge your colleague needs to take action and encourage them to seek support.

#### What you can do...

- If you notice significant changes in a colleague's mood or behaviour and are concerned check in with this person.
- Try to understand their situation and encourage them to seek support.
- Help the person find further information and support services as this step can be overwhelming for someone who is struggling. This could be suggesting they see their doctor, talk to their manager or talking to our EAP (Employee Assistance Service), on **1300 OUR EAP (687 327)**, a free confidential counselling service.
- Report any specific concerns to your manager or supervisor.
- Support an employee with mental ill health – Ask Assist. (This can involve spending time talking with them about their experiences, asking how their appointment went, speak positively and openly about their issue appreciating that they have opened up and shared their story with you, Regularly following up with them about their situation/ condition and encourage them to exercise, sleep well, eat well and get involved in social activities.)



### Look after yourself

Stress is a normal part of life and work is no different. Some stress can be beneficial and can encourage you to complete tasks quickly, find a new and creative solution to a problem and be motivating. When work related stress is prolonged or excessive, it can be a risk factor to mental ill health.

#### What you can do...

- Identify your own triggers in the workplace and collaborate with your supervisor to address them.
- Find a work-life balance
- Be proactive in managing stress levels, maintain a balanced diet, participate in physical activities, and engage in pleasurable activities outside of work hours. Good sleep is important.
- Take regular breaks and speak up early if you're feeling overwhelmed.
- Seek support early if you are not coping. Ways you can do this include contacting EAP on **1300 OUR EAP (687 327)**, talking to your manager, your doctor or your HR Business partner.
- If you urgently need to speak to someone out of hours call **LIFELINE 13 11 14**. These services are available 24 hours a day, 7 days a week. SANE Australia provides a helpline service on **1800 18 SANE (7263)**, Monday to Friday 9.00 am-5.00 pm EST
- If help is needed urgently, dial **000**. You may wish to contact the psychiatric team at your nearest hospital or emergency department.