

MAKE A DIFFERENCE

You don't need to be an expert.



POCKET GUIDE

Mental health in the workplace

HOW TO HELP YOUR STAFF

STEP 1 Notice changes in behavior or other signs

STEP 2 Ask how they are doing

- ⚙ Ask for a meeting at a time and place that is private
- ⚙ Ask if they are aware of changes to their work performance and/or relations with others
- ⚙ Ask if they are aware of anything that might be affecting their work performance and or relationships

STEP 3 Advise and assist

- ⚙ Advise about support services that may be appropriate
- ⚙ Assist in identifying how the workplace may be adding to any problems
- ⚙ Advise about possible accommodations and flexible work practices that can relieve stress

STEP 4 Follow up

- ⚙ Agree on a timeframe to review actions and follow up

TAKE CARE OF YOURSELF

Take action for your own health and wellbeing. It is harder to look out for others if you are not at your best.

- ⚙ **Take a break**, be mindful of your stress levels
- ⚙ **Eat a healthy diet**, moderate alcohol and other drugs
- ⚙ **Keep active** physically, mentally and socially
- ⚙ **Keep in touch** with friends, family and community
- ⚙ **Set goals**, commit to goals to work towards
- ⚙ **Seek out support** if you need it



Acknowledgements

This resource was originally developed by the Minerals Council of Australia with support from the University of Newcastle, Newcastle Institute for Energy and Resources, Mates in Construction, Hunter Medical Research Institute and the Hunter Institute for Mental Health.

RESOURCES AND SUPPORT

Your employer's Employee Assistance Program (EAP)

R U OK?
www.ruok.org.au

Lifeline 13 11 14
www.lifeline.org.au

Beyondblue
www.beyondblue.org.au

Black Dog Institute
www.blackdoginstitute.org.au

Mining Family Matters
www.miningfm.com.au

MensLine Australia 1300 78 99 78
www.mensline.org.au

Suicide Call Back Service 1300 65 94 67
www.suicidecallbackservice.org.au

Conversations Matter
Resources for discussing suicide
conversationsmatter.com.au/

Blueprint for Mental Health and Wellbeing. The South Australian Chamber of Mines and Energy
www.sacome.org.au/publications.html

SACOME

The South Australian Chamber of Mines and Energy
www.sacome.org.au

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YOU DON'T NEED TO BE AN EXPERT TO MAKE A DIFFERENCE.

Whether you know it or not, it is likely that you are supervising or managing someone experiencing mental health problems... or you will be at some point.

This guide has been developed to help you deal with that situation.

Supervisors have a big impact on their team members and can make a real difference.

This pocket guide contains simple things we can do to help somebody get through a tough time.

SIGNS THAT SOMEONE MAY BE GOING THROUGH A TOUGH TIME

- ⚙ Changes in mood or behaviour, low mood or uncharacteristic anger or irritability
- ⚙ Feelings of panic, nervousness or being on edge
- ⚙ Problems carrying out usual tasks, trouble concentrating, loss of interest or confidence
- ⚙ Feelings of hopelessness
- ⚙ Relationships – arguments or family breakdown
- ⚙ Social withdrawal and loss of interest in usually enjoyable things
- ⚙ Low energy levels and physical complaints such as aches and pains
- ⚙ Changes in sleeping patterns and appetite
- ⚙ Changes in the use of drugs or alcohol

WHAT TO LOOK FOR

CONVERSATION STARTERS

A simple conversation can change a life.

Asking a question will not cause harm and getting in early can help. Avoiding the conversation doesn't mean the issue will go away.

It might be as simple as finding a quiet moment and asking, 'Are you ok?'

- ⚙ 'How are you going? What's been happening?'
- ⚙ 'You don't seem yourself, how are you feeling?'
- ⚙ 'I'm not sure if anything is wrong, but you haven't seemed yourself lately.'
- ⚙ 'Things have been rough lately, are you travelling ok?'
- ⚙ 'You have a lot going on, how are you managing? How's the family?'

'ARE YOU OK?'

LISTEN. ADVISE. FOLLOW UP.

- ⚙ Acknowledge the person's feelings
- ⚙ Be aware of your own reactions
- ⚙ Ask open-ended questions
- ⚙ Listen without judgement and show empathy
- ⚙ Don't dismiss, encourage action
- ⚙ Use open body language
- ⚙ Reassure and offer hope
- ⚙ Support healthy behaviours
- ⚙ Be respectful and discreet
- ⚙ Be supportive within the boundaries of your role
- ⚙ Follow up, don't be shy to check-in with them

If you are worried about someone...

Stay in touch with them. Check in regularly. Encourage them to get involved socially. Encourage them to seek professional advice.

HOW TO HELP