

Mental Health Toolkit to assist supervisors

When you observe changes in normal patterns of behaviour – DO THIS

<p>Observe and ask yourself what is different</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical: (e.g. Appear tired, lethargic, constantly sick, less groomed, changing appetite, increased bouts of energy.) <input type="checkbox"/> Behaviour: (e.g. Withdrawal from normal activities, repeatedly late for work, difficulty recalling information, avoidance of a particular activity/place, difficulty communicating) <input type="checkbox"/> Other issues: (e.g. recent family conflict, divorce, separation, involved/witnessed a serious incident/accident, recent death of a friend, family member, a carer, evidence of self harm, threat of suicide, panic attack(s), they have advised they have a mental health issue. <input type="checkbox"/> Check if behaviour could relate to Stress factors (e.g. workload) 	<p>Assess the information you have</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gather the facts <input type="checkbox"/> Gather examples that could support a conversation about their performance/behaviour <input type="checkbox"/> Determine if other strategies could change/modify their behaviour <input type="checkbox"/> Check existing University policies and processes that may provide you with guidance (e.g. Enterprise Agreement, Injury Management for non-work related injury/illness) 	<p>Review your findings and initiate a meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider an appropriate setting <input type="checkbox"/> Plan what you are going to say <input type="checkbox"/> Plan for different reactions <input type="checkbox"/> Guide the conversation with questions that help explore the issues <input type="checkbox"/> Listen without judgement <input type="checkbox"/> Don't rush to solve problems, but let the person know solutions are available when they are ready to start exploring them <input type="checkbox"/> Reassure the person and ask them what they would like to do from here 	<p>Empower and determine the best path forward</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider the options based on information you have collected and through discussion with the staff member (including reasonable adjustments, self-management, performance management, crisis care, workers compensation) <input type="checkbox"/> Ensure that when considering options you seek assistance from Human Resources if needed <input type="checkbox"/> Keep a record of any meeting, outcomes, actions and monitoring. <input type="checkbox"/> Maintain confidentiality but ensure you communicate necessary information about changes to work that may impact other staff
<h1><i>Look</i></h1>	<h1><i>Identify</i></h1>	<h1><i>Face</i></h1>	<h1><i>Empower</i></h1>
<p>Check that you are not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ignoring your observations <input type="checkbox"/> Jumping to conclusions (i.e. diagnosing) <input type="checkbox"/> Making assumptions and then discussing this with other staff/work colleagues <input type="checkbox"/> Treating the person differently <input type="checkbox"/> Assuming that the problem will go away. 	<p>Check that you are not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dismissing the fact that they: <input type="checkbox"/> may be afraid that their disability will provoke unnecessary concern and affect job opportunity <input type="checkbox"/> may not have come to terms with their mental illness <input type="checkbox"/> may have been discriminated against in the past 	<p>Check that you are not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allowing too little time to have the conversation <input type="checkbox"/> Trying to diagnose a medical condition <input type="checkbox"/> Speaking down to the person or use derogatory terms (e.g. schizo or crazy) <input type="checkbox"/> Treating the person as an invalid <input type="checkbox"/> Don't assume that a single conversation will be all that is required 	<p>Check that you are not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Making assumptions about someone's ability to do their job <input type="checkbox"/> Agreeing to something that is not operationally sustainable or reasonable <input type="checkbox"/> Waiting until the end of an agreed timeframe to provide feedback <input type="checkbox"/> Neglecting your own wellbeing

Healthy life means taking action