**Checklist for identifying and responding to mental health in the workplace.**

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| [ ]  | Provide training for managers to ensure they understand how to identify common signs of poor mental health. They should also be fully aware of how discrimination legislation can apply to mental health conditions. |
| [ ]  | Ensure that your workforce is fully aware of the issues of mental health and can recognise symptoms of mental ill health.  |
| [ ]  | Consider arranging for the introduction, and training of, mental health first aiders who are able to provide direct assistance to colleagues in this situation.  |
| [ ]  | Encourage employees to raise mental health concerns, or any workplace concerns that are exacerbating mental health conditions, to their line manager, HR or mental health first aider. |
| [ ]  | Look for the common signs of poor mental health– is the employee demonstrating unusual behaviour, such as an increase in unexplained absences, poor performance, poor timekeeping, poor decision making, a lack of energy, uncommunicative or distressed behaviour?  |
| [ ]  | Invite the employee to an informal meeting to discuss their wellbeing and whether any workplace support is needed.  |
| [ ]  | Be prepared to respond to an employee who does not wish to talk. Remind the employee that they can raise any concerns, at any time, and they will be supported by the organisation. |
| [ ]  | Explore reasonable adjustments that can be made in the workplace in order to assist the employee in their daily role.  |
| [ ]  | If in doubt over the best way to respond to their situation, consider referring the employee to a relevant third-party medical advisor or occupational health service.  |
| [ ]  | Encourage the employee to make use of the organisation’s Employee Assistance Programme (EAP), where available.  |
| [ ]  | Implement an action plan, including any reasonable adjustments that can be made to the employee’s working day.  |
| [ ]  | Continue to monitor the employee and hold periodic reviews.  |
| [ ]  | Maintain contact with an employee who is absent from work because of mental ill health. Agree how this contact will be carried out and by whom. Use this contact to provide updates to the absent employee, discuss their wellbeing and highlight workplace support available.  |
| [ ]  | Consider a phased return to work for an employee who is absent from work and agree what support can be provided to the employee during this period.  |
| [ ]  | If there are conduct or capability matters to address, consider whether adjustments need to be made to take mental ill health into consideration.  |
| [ ]  | If the problem remains unsolved despite changes that have been made, consider implementing your usual procedures to assess employee capability. This should only be considered as a last resort.  |
|  | Remain aware of how poor mental health in a colleague can affect others within the team. Be available to provide additional support and guidance to team members.  |