



WORRIED ABOUT SOMEONE AT WORK?

DO'S AND DONT'S FOR APPROACHING MENTAL HEALTH CONCERNS

Employee wellbeing is fundamental to a thriving business, making it essential to identify and address signs of distress early on. However, kaimahi (staff) often fear the repercussions such as judgement or losing their job.

It's important to convey that mental health concerns happen to any of us, and will be supported at work just the same as any other health issue. Sometimes this requires us to build our own acceptance, understanding and confidence on the topic.

RECOGNISING SIGNS OF REDUCED WELLBEING



Are changes in someone's mood or behaviour at work raising your concerns? We all have bad days, but the key is noticing if there has been a change in a person and if their difficulties are causing a lot of distress or difficulties functioning. Here are common signs to look out for.

- 🌀 **Behaviours of concern**, such as Increased sensitivity or snappiness, becoming more withdrawn, frequent or long absences, or reduced performance.
- 🌀 **Changes in thinking**, which could include difficulty concentrating or problem-solving, and expressing negative thoughts about themselves or their future.
- 🌀 **Emotional changes** such as appearing stressed, anxious, low in mood, hyper, or having mood swings. Some people show an uncharacteristic absence of emotion.
- 🌀 **Physical indicators** can include fatigue, stomach upsets, seeming jittery or restless.

APPROACHING WELLBEING KŌRERO: 5 TIPS

1 Choose a private setting: Opt for a private, comfortable place where you can maintain confidentiality and both feel more relaxed.

2 Listen actively: Share what you have observed and ask if they are OK. If they don't want to talk, respect their decision and let them know that you are there if they ever need to share. You can always check in again later if you're still concerned. If they do open up, use active listening, including open questions, reflecting, and validating how they feel without judgment. Avoid jumping to advice or problem-solving,

3 Ensure confidentiality: If they are concerned about privacy, emphasise that you will treat what they share in confidence

4 and that only involve others if you need to i.e., if there are safety concerns.

Encourage and signpost to support: If the person shares wellbeing concerns, ask what supports they already have in place. If they haven't already talked to their whānau/loved ones or used the strategies they normally use, this is a great start.

Be ready to suggest other appropriate services, such as seeing their GP, mental health support lines (e.g., **1737** Need To Talk), or employee assistance programmes (EAP).

5 Address contributing work factors: If there are factors at work contributing to the issue, it's important to take these seriously and do what you can to eliminate, reduce or mitigate them.

If there are any safety concerns, stay calm and take action by contacting Emergency Services on 111 or contacting Healthline 0800 611 116 and asking for the local mental health Crisis Assessment Team. Try to collaborate with the person the whole way, doing this together, if possible.

REMEMBER TO CARE FOR YOURSELF

Taking care of yourself helps you deal with stress more efficiently, increasing resilience, self-esteem, and positivity. Prioritising self-care means you're more able to help others too.



- 🌀 Connect with nature
- 🌀 Spend time with friends and whānau
- 🌀 Celebrate your culture and beliefs
- 🌀 Enjoy your hobbies
- 🌀 Practice gratitude
- 🌀 Take a break from digital devices
- 🌀 Practice healthy boundaries
- 🌀 Eat regularly and get enough sleep