Managing mental health in the workplace flow chart

Line manager has Employee discloses concerns regarding an mental health problems employee's mental to their manager health A conversation between employee and manager takes place to discuss the matter further In non-urgent cases, look to identify the triggers for distress by having an open discussion In case or urgent distress, encourage employee to seek medical help and to contact their GP Consider whether it is necessary to complete a It may be also necessary Wellness Action Plan (WAP) to make contact with a and/or a Stress Risk Mental Health First Aider Assessment (a list can be found on the Health & wellbeing It may also be necessary to seek further advice and guidance through Occupational Health by making a referral or to speak to a HR representative

In all stages of mental health management signpost the employee to the Employee Assistance Programme and the Health & Wellbeing website as well as seeking advice and guidance from Occupational Health and the HR team