

# OPENMINDS

OPENING THE CONVERSATION IN THE WORKPLACE

[mentalhealth.org.nz/openminds](http://mentalhealth.org.nz/openminds)

## **Where to get more information and support**

April 2017

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## International resources on mental health in the workplace

### Heads Up

*Australia*

Heads Up provides individuals and workplaces with free tools and resources to create mentally healthy work environments. [www.headsup.org.au](http://www.headsup.org.au)

### Beyond Blue: Having a conversation

*Australia*

This e-learning resource contains mini dramas that demonstrate how to talk to a colleague that you are concerned about.

<http://learn.beyondblue-elearning.org.au/BeyondBlue/conversations/>

### Workers with mental illness: a practical guide for managers

*Australia*

This resource from the Australian Human Rights Commission provides information on how to appropriately support workers living with a mental illness as well as how to develop and promote a safe and healthy work environment for everyone.

[https://www.humanrights.gov.au/sites/default/files/document/publication/workers\\_mental\\_illness\\_guide\\_0.pdf](https://www.humanrights.gov.au/sites/default/files/document/publication/workers_mental_illness_guide_0.pdf)

### Listen up – Let's talk mental health

*United Kingdom*

This booklet is for both employers and employees and gives ideas about how to talk about mental health, and how to respond when issues arise in the workplace.

[http://wellbeing.bitc.org.uk/sites/default/files/lets\\_talk\\_mental\\_health.pdf](http://wellbeing.bitc.org.uk/sites/default/files/lets_talk_mental_health.pdf)

### Return to work

*Australia*

This website helps anyone involved in the process of returning to work after taking time off due to a mental health problem. It focuses on actions that employers and colleagues can take to ensure that a return to the workplace is successful.

[www.returntowork.workplace-mentalhealth.net.au](http://www.returntowork.workplace-mentalhealth.net.au)

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## WorkSafe New Zealand resources

### Stress and fatigue

Information on stress, fatigue, morale and what healthy work looks like.

[www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-hazard-type/stress-fatigue](http://www.worksafe.govt.nz/worksafe/information-guidance/guidance-by-hazard-type/stress-fatigue)

### Bullying prevention

These guidelines focus on both employees and employers responding early before a workplace bullying situation gets out of hand. The guidelines provide a clear definition of bullying.

[www.worksafe.govt.nz/worksafe/toolshed/bullying-prevention-tools](http://www.worksafe.govt.nz/worksafe/toolshed/bullying-prevention-tools)

### Healthy Work

This resource outlines a plan for a New Zealand where fewer people experience work related ill health. It includes guidance, tools and resources for workplaces to manage health risks and reduce ill health.

[www.worksafe.govt.nz/worksafe/information-guidance/work-related-health](http://www.worksafe.govt.nz/worksafe/information-guidance/work-related-health)

## Employment information and services

### Employment New Zealand

A useful source of information on employment in New Zealand. Employment New Zealand is part of the Ministry of Business, Innovation and Employment.

[www.employment.govt.nz](http://www.employment.govt.nz)

### HRC - Good Employer Advice

This resource outlines what it means to be a good employer and explores the importance of having active staff engagement and transparent policies and procedures.

[www.hrc.co.nz/your-rights/business-and-work/tools-and-research/reporting-crown-entities-good-employers/](http://www.hrc.co.nz/your-rights/business-and-work/tools-and-research/reporting-crown-entities-good-employers/)

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## Mental health issues at work

### The Mental Health Foundation (MHF)

The MHF provides information and resources on positive mental health and wellbeing, mental health conditions, where to get help and how to support others.

The information service has Information Officers who are able to answer calls, live chat and emails, Monday – Friday during regular business hours.

**Phone:** 09 623 4812

**Email:** [info@mentalhealth.org.nz](mailto:info@mentalhealth.org.nz)

**Web:** [www.mentalhealth.org.nz](http://www.mentalhealth.org.nz)

Information on Mental Health Conditions

[www.mentalhealth.org.nz/get-help/a-z/](http://www.mentalhealth.org.nz/get-help/a-z/)

Worried about someone?

[www.mentalhealth.org.nz/get-help/in-crisis/worried-about-someone/](http://www.mentalhealth.org.nz/get-help/in-crisis/worried-about-someone/)

In Crisis – I need immediate help

[www.mentalhealth.org.nz/get-help/in-crisis/](http://www.mentalhealth.org.nz/get-help/in-crisis/)

1. If this is an emergency **phone 111** If you feel you or someone else is at risk of harm
2. Or go to your nearest hospital emergency department (ED)
3. Or phone your local DHB Mental Health Crisis Team (CATT Team) or ring Healthline 0800 611 116

4. Or if you need to talk to someone else:

**Lifeline** 0800 543 354 or (09) 522 2999

**Suicide Prevention Helpline** 0508 828 865 (0508 TAUTOKO)

**Youthline** 0800 376 633

**Samaritans** 0800 726 666

Helplines: [www.mentalhealth.org.nz/get-help/in-crisis/helplines/](http://www.mentalhealth.org.nz/get-help/in-crisis/helplines/)

Suicide: worried about someone?: [www.mentalhealth.org.nz/get-help/a-z/resource/48/suicide-worried-about-someone](http://www.mentalhealth.org.nz/get-help/a-z/resource/48/suicide-worried-about-someone)

### Victim support

Victim Support provide help after a suicide bereavement.

**Phone:** (04) 474 8862 or **Get Help:** 0800 victim – (0800 842 846)

**Email:** [nationaloffice@victimsupport.org.nz](mailto:nationaloffice@victimsupport.org.nz)

**Web:** [www.victimsupport.org.nz/get-help/after-a-suicide/postvention-service/](http://www.victimsupport.org.nz/get-help/after-a-suicide/postvention-service/)

### Breaking the silence in the workplace: A guide for employers on responding to suicide in the workplace

This guide explores what is involved in supporting employees bereaved by suicide.

[www.sprc.org/resources-programs/breaking-silence-workplace-guide-employers-responding-suicide-workplace](http://www.sprc.org/resources-programs/breaking-silence-workplace-guide-employers-responding-suicide-workplace)

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## Diversity and equity in the workplace

### HRC A-Z Guide 2016

A guide for employers and employees aimed at ensuring equality and fairness for all job applicants. [www.hrc.co.nz/files/1514/6889/8404/HRC\\_A-Z\\_Booklet\\_2016.pdf](http://www.hrc.co.nz/files/1514/6889/8404/HRC_A-Z_Booklet_2016.pdf)

### Diversity Works NZ

A national membership organisation to help businesses develop diverse and inclusive workplaces. Resources include trainings and workshops.

[www.diversityworks.nz/](http://www.diversityworks.nz/)

### National Equal Opportunities Network (NEON)

NEON is a partnership between the Human Rights Commission and the EEO Trust. It promotes leading employment practices to employers, employees, trade unions, human resources personnel, small business and every person in New Zealand interested in decent and fair work. [www.neon.org.nz/](http://www.neon.org.nz/)

## Disability in employment

### Employment New Zealand: Employment for disabled people

Information to help remove barriers to employment for disabled people.

[www.employment.govt.nz/workplace-policies/employment-for-disabled-people/](http://www.employment.govt.nz/workplace-policies/employment-for-disabled-people/)

### Lead Toolkit for Employing Disabled People in the State Sector

A toolkit for managers working in the State Sector on best practice in employment of disabled persons.

[www.ssc.govt.nz/lead](http://www.ssc.govt.nz/lead)

### Pre-employment Guidelines

These guidelines have been created to help employers, recruiters and job seekers who want to comply with the Human Rights Act 1993. They're aimed at ensuring equality and fairness for all job applicants regardless of characteristics such as gender, ethnicity, age, disability and religion. [www.hrc.co.nz/your-rights/business-and-work/tools-and-research/pre-employment-guide/](http://www.hrc.co.nz/your-rights/business-and-work/tools-and-research/pre-employment-guide/)

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## Find employment support providers

Supported Employment is a concept that looks to find ways to assist people disadvantaged in the labour market due to a disability, to reach their career aspirations and to improve and expand inclusive employment opportunities and services. The process involves more than just finding a job for a person and Supported Employment practitioners provide various services to two key client groups: 1) People with disabilities. 2) Employers.

### New Zealand Disability Support Network (NZDSN)

A network of not-for-profit organisations and some for-profit NGOs that provide support services to disabled people. You can search their database of service providers here:

[www.nzdsn.org.nz/providers/](http://www.nzdsn.org.nz/providers/)

### Workbridge

As well as administering government funding schemes to support disabled people into open employment, training or self-employment, Workbridge also places disabled people directly into work. [www.workbridgeincorporated.co.nz](http://www.workbridgeincorporated.co.nz)

### Workwise

An employment agency for people facing personal or health challenges in their lives.

[www.workwise.org.nz/](http://www.workwise.org.nz/)

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## Reasonable accommodation

### Employment New Zealand

This guide provides information on reasonable accommodation.

[www.employment.govt.nz/workplace-policies/employment-for-disabled-people/reasonable-accommodation-measures/](http://www.employment.govt.nz/workplace-policies/employment-for-disabled-people/reasonable-accommodation-measures/)

### Reasonable accommodation of persons with disabilities in New Zealand

The guide is aimed at assisting persons with disabilities to understand their rights to request reasonable accommodation. It also aims to inform employers, state sector agencies, and other persons providing services to the public, of their obligation to provide reasonable accommodation to persons with disabilities in particular circumstances.

[www.hrc.co.nz/files/7814/4848/7923/imm\\_reasonable\\_accommodation\\_guide.pdf](http://www.hrc.co.nz/files/7814/4848/7923/imm_reasonable_accommodation_guide.pdf)

### Support Funds

Mainstream Employment Programme

[www.msd.govt.nz/what-we-can-do/disability-services/mainstream/index.html](http://www.msd.govt.nz/what-we-can-do/disability-services/mainstream/index.html)

Job Support Fund

[www.workbridgeincorporated.virtuozzo.co.nz](http://www.workbridgeincorporated.virtuozzo.co.nz)

Funding support for individuals

[www.workbridgeincorporated.virtuozzo.co.nz](http://www.workbridgeincorporated.virtuozzo.co.nz)

Modification Grant for your business

[www.workandincome.govt.nz/employers/employ-staff/modification-grant-employers.html](http://www.workandincome.govt.nz/employers/employ-staff/modification-grant-employers.html)

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## Stigma and discrimination

### Like Minds, Like Mine

Like Minds, Like Mine is a public awareness programme to increase social inclusion and end discrimination towards people with experience of mental illness or distress. Like Minds, Like Mine do this through public awareness campaigns, community projects and research.

[www.likeminds.org.nz/](http://www.likeminds.org.nz/)

Like Minds, Like Mine workplace information

[www.likeminds.org.nz/workplaces/](http://www.likeminds.org.nz/workplaces/)

Like Minds, Like Mine FAQs

[www.likeminds.org.nz/faqs/](http://www.likeminds.org.nz/faqs/)

What Works: Positive experiences in open employment of mental health service users 2015

Workplaces that include and support people with experience of mental illness have multiple benefits for individuals, organisations and society in general. This report identifies critical factors that enable, and more particularly sustain, open employment of mental health service users, from both the employees' and the employers' perspectives.

[www.mentalhealth.org.nz/assets/Our-Work/What-Works-web-23-04-15.pdf](http://www.mentalhealth.org.nz/assets/Our-Work/What-Works-web-23-04-15.pdf)

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## Training providers

### Kites Trust

Kites offers a number of educational workshops by skilled facilitators who have experienced distress and recovery. Kites can offer tailor-made workshops for different audiences.

**Phone:** 04 384 3303

**Email:** [admin@kites.org.nz](mailto:admin@kites.org.nz)

[www.kites.org.nz](http://www.kites.org.nz)

### Mind and Body

Mind and Body provide education focused on encouraging people to rethink their ideas about their own or other peoples' experiences of mental illness. They can provide tailor-made workshops for your staff, organisation or group and have public workshops.

**Phone:** 09 630 5909

**Email:** [admin@mindandbody.co.nz](mailto:admin@mindandbody.co.nz)

[www.mindandbody.co.nz](http://www.mindandbody.co.nz)

### PeerZone

PeerZone has developed a three hour training programme, handbook of resources and ongoing consultancy for employers of people with mental distress – to develop positive attitudes, inclusive behaviour and equitable policies.

**Phone:** 04 385 4277

**Email:** [info@peerzone.info](mailto:info@peerzone.info)

[www.peerzone.info](http://www.peerzone.info)

### WellBeing@Work Oranga Mahi, Health Action Trust

Building healthier, more connected workplaces that work better for everyone.

WellBeing@Work *Oranga Mahi* is a three level compact programme that supports mental health and wellbeing and increasing social inclusion for those experiencing mental distress and illness in workplaces.

**Phone:** 03 548 2798 ext. 5

**Email:** [wellbeing@work.org.nz](mailto:wellbeing@work.org.nz)

[www.wellbeingatwork.org.nz](http://www.wellbeingatwork.org.nz)

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## Workplace wellbeing programmes

### Wellplace

Wellplace.nz is a website run by the Health Promotion Agency (HPA). HPA developed Wellplace.nz to bring together practical ideas, tools and resources for people who are leading wellbeing activity in New Zealand workplaces.

<http://www.wellplace.nz/>

### WorkWell

WorkWell is a free, workplace wellbeing initiative which supports workplaces to 'work better through wellbeing'. Developed by Toi Te Ora – Public Health Service, WorkWell can be adapted to any workplace. With step by step support and mentoring from an assigned WorkWell advisor, easy to use resources, workshops, networking opportunities and recognition through accreditation.

[http://www.workwell.health.nz/workwell\\_home](http://www.workwell.health.nz/workwell_home)

### Workplace Wellbeing

Workplace Health Promotion is one of the key focus areas of the [Auckland Regional Public Health Service](#) (ARPHS). The Workplace Health and Wellbeing team at ARPHS gives technical advice and guidance. The team can support workplaces with best practice advice, tools, and links to other useful organisations to help improve staff wellbeing.

<http://www.workplacehealth.co.nz/index.cfm?PageID=107>

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# Open Minds Resource List

## Videos



The fears and worries that both employers and employees may have when talking about mental health at work.



How easy is it to talk about mental health at work and what unintentional barriers may stop the conversation.



How different people experience mental distress and the role of workplace stress.



How to begin the conversation, with useful opening questions and helpful approaches.



Strong leadership is essential for creating a workplace environment where talking about mental health is normal.



The benefits of talking about mental health and the risks faced when workplaces avoid the conversation.

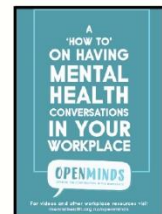


Training Video: Role plays on how to have conversations about mental health issues in the workplace.

## Tips & factsheets

Practical information and tips to help you talk confidently about mental health at work.

- Why talk about mental health at work?
- How to have a conversation about mental health
- Quick tips on having a mental health conversation in your workplace
- Let's make mental health part of the conversation: A guide for managers

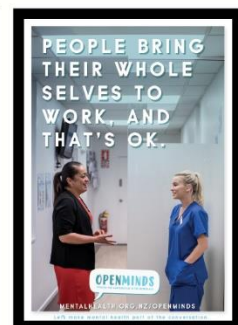
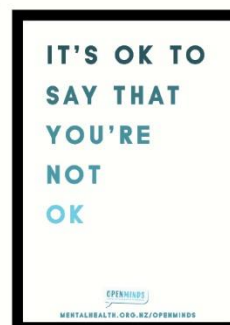


## FAQ

We give you some dos and don'ts when it comes to talking about mental health in the workplace, and set out some answers to frequently asked questions. We've also put together a raft of places to go to for extra support and advice.

## Posters

A selection of posters for you to print and display in your workplace.



For videos and other workplace resources visit [mentalhealth.org.nz/openminds](http://mentalhealth.org.nz/openminds)

Resources produced by: