

Checking-in with yourself and others

REVIEW OF LAST MONTH'S TALK

Before we discuss this month's safety talk, let's refresh our memory of last month's talk about 'Prevention of Workplace Violence':

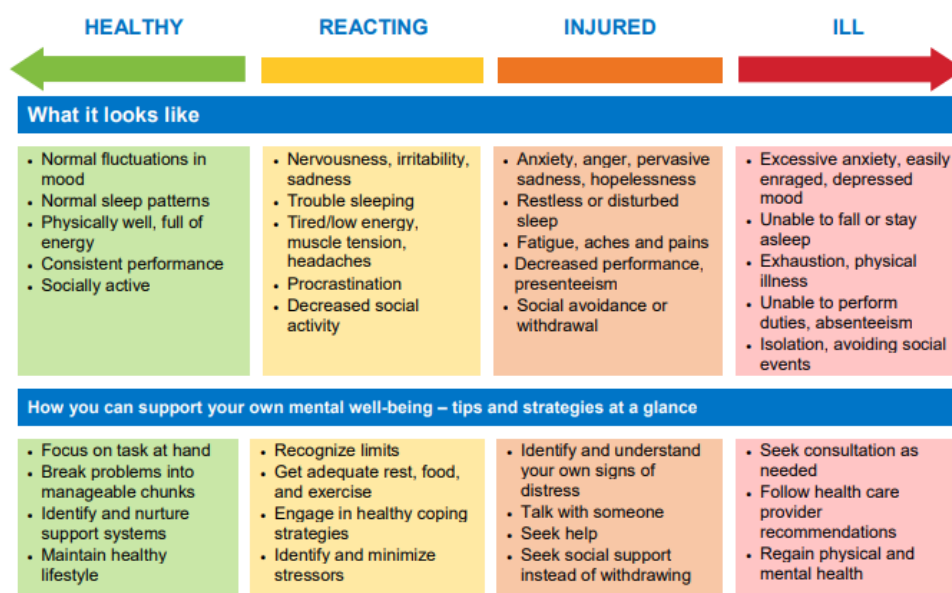
- How does situational awareness reduce the likelihood of a violence incidence?
- Describe the difference between situational awareness, self-awareness and other awareness.
- What is a Violence Risk Assessment (VRA) and how can you access it?

CHECKING-IN WITH YOURSELF

Personal mental health check-ins are an essential part of supporting your psychological health and safety in the workplace. It is okay to not be okay and it is important to have an honest conversation with yourself. You might start by considering:

- How am I doing? What has changed?
- How long have I been feeling this way?

Use tools, such as the Mental Health Continuum below, to assess your mental health regularly.



Symptoms of mental injury or illness may look different for every person, so consider your own thoughts, feelings and behaviours specifically.

RESOURCES AVAILABLE TO SUPPORT MENTAL HEALTH

Unfortunately, most people who experience a mental injury or illness don't seek help. Part of taking care of yourself means getting professional attention when it is needed. There are a variety of well-researched and effective therapies available. There is no need to wait for a crisis. It is important to seek treatment when early signs and symptoms present themselves.

The following are some of the many resources available to support you:

- Confidential, free assistance from a coach or a counsellor with [Homewood Health](#), the City's [Employee Family Assistance Program](#) provider. Homewood also offers two longer-term support programs for [trauma care](#) and [depression care](#) as well as Sento, an online [Cognitive Behavioural Therapy](#) program. Call 1-800-663-1142 for more information.

- BC Mental Health Support Line at 310-6789.
- The [First Nations Health Authority](#) offers culturally safe and trauma informed mental health services, including 24-hour crisis and help lines. Call 1-866-913-0033 for details.
- Canada's new [9-8-8 Suicide Crisis Helpline](#)
- A trusted healthcare professional, such as a family doctor, social worker, or psychiatrist.

CHECKING-IN WITH OTHERS

If you are checking-in with another person, prioritize taking care of yourself first. When asking them questions, consider being present throughout the conversation and validating any concerns they may be having. You never know the challenges someone else may be experiencing; it is helpful to be open-minded and to listen non-judgmentally. Here are some tips and questions you may use when checking-in with others:

- **Ask open-ended questions:**
 - How are you doing these days?
 - You don't seem quite like yourself lately, is something bothering you?
- **Listen and seek to understand:**
 - Show them you care, and that they are being heard.
 - Be reflective and repeat what they have said to you to ensure you understand.
- **Connect them to appropriate support and resources:**
 - Ask them what has worked well and who they've reached out to in the past.
 - Share information about available resources, such as those listed above.
- **Thank them for trusting you with what they've shared** and take care of yourself after the conversation.

*The above strategies are merely suggestions to facilitate conversations; customize your approach based on the situation and the overall relationship with the individual.

MANAGERS/SUPERVISORS DISCUSS THE FOLLOWING WITH YOUR TEAM

- Why is it important to check-in with ourselves about our mental health?
- What is one resource available, in addition to the City's EFAP?
- What is one thing to keep in mind before/when checking-in with someone else?

FINAL THOUGHTS

Taking the time to check-in with yourself and others is an important part of promoting a psychologically healthy and safe workplace. When checking-in with others, remember your role is not to "fix" the situation but offer care and assistance in connecting them to resources.

ADDITIONAL RESOURCES

- [Assessing your mood \(workplacestrategiesformentalhealth.com\)](#)
- [Mental Health and Well-being Resources](#)
- [Low-cost community mental health resources](#)
- [How to approach emotional conversations at work](#)
- [Using a Mental Health First Aid approach](#)



Safety Talk Sign-in Sheet

Business Unit:

Worksite:

Department:

Date

Topics Discussed:

Record of those attending:

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

Absent: (ensure absent staff receive this safety talk upon their return)

NAME (Please print clearly)	Initials	NAME (Please print clearly)	Initials

Safety Concerns/Comments/Suggestions/Action Items

Delivered By: _____ Signature: _____
(Print Name)

Save records of:

Safety talk sign in sheets in your department's VanDocs **Safety Training Program Records** folder in 07-4000-40 Or your meeting minutes that include safety talks in your department's VanDocs **Staff Meeting Records** folder in 01-2500-10 Or the TrackIT application, if your group uses TrackIt