Suicide Prevention Toolkit: Resources to Engage Workplaces

Windsor-Essex County Health Unit & Canadian Mental Health Association – Windsor-Essex County Branch

If you, or someone you know, is experiencing a mental health crisis, please contact the local crisis line at 519-973-4435, 911, or go to your closest local emergency department.





Windsor 1005 Ouellette Avenue, Windsor, ON N9A 4J8 Essex 360 Fairview Avenue West, Suite 215, Essex, ON N8M 3G4 Leamington 33 Princess Street, Leamington, ON N8H 5C5

Workplace Mental Health Promotion & Suicide Prevention – How Can Workplaces Become Engaged?

A key component to preventing suicide in the workplace and promoting mental health at work is to adopt a health promotion approach that uses a comprehensive model. Comprehensive models must have multiple avenues of influence and integrate a combination of approaches to impact and reach employees at various stages of readiness, including awareness-raising, education and skill-building, environmental supports, and policy development. This section includes a variety of resources and tools to help support workplaces in developing and implementing mental health promotion and suicide prevention initiatives and activities at work across each stage of readiness and with consideration to the new COVID-19 context.

The <u>Mental Health Promotion in Windsor-Essex County</u> framework document by the Windsor-Essex County Health Unit (WECHU) and Canadian Mental Health Association – Windsor-Essex County Branch (CMHA-WECB) also identifies several factors that contribute to positive mental health and prevent mental health issues at the individual, family, community, and societal levels. Factors that influence positive mental health include, but are not limited to, the following:

- Emotional, Psychological, and Social Health
- Physical Activity
- Healthy Eating & Nutrition
- Substance Use
- Family Relationships & Home Life
- Financial Health & Wellness
- Stigma, Bullying, & Discrimination

A comprehensive health promotion approach for mental health and suicide prevention at work will take into account the protective factors for maintaining positive mental health and well-being. A variety of resources are included below to help support local workplaces looking to develop and implement activities to promote mental health and prevent suicide using various components of WECHU and CMHA-WECB's Mental Health Promotion Framework, including awareness raising activities, education and skill building, environmental supports, and policy development.

Workplace Suicide Prevention & Mental H	ealth Promotion – Awareness Raising Activities
	ces to employees that promote and support positive mental health and prevent suicide. These resources can ployees via your workplace's intranet or email system, or posted around the workplace.
Suicide Prevention Resources for the Workplace	Mental Health Promotion Resources for the Workplace
 Public Health Agency of Canada <u>Suicide in Canada Infographic</u> <u>Suicide in Canada: Key Statistics Infographic</u> Mental Health Commission of Canada & the Canadian Association for Suicide Prevention <u>Bullying & Suicide</u> Injury Prevention & Suicide Centre for Suicide Prevention <u>Suicide Myths & Facts Video</u> Language and Suicide Information Sheet <u>How Prevalent is Suicide? Video</u> <u>Why is Suicide Prevention Education Important? Video</u> <u>Trauma-Informed Care and Suicide Fact Sheet</u> <u>Help Save a Life Brochure</u> World Health Organization: <u>Suicide Facts and Figures Infographic</u> National Suicide Prevention Lifeline – <u>Recommendations for Reporting on Suicide Pamphlet</u> CMHA <u>Preventing Suicide</u> 	 Emotional, Psychological, and Social Health Centre for Addictions & Mental Health – <u>Mental Health and the COVID-19 Pandemic</u> Ministry of Health & Long-Term Care – <u>COVID-19 Fact Sheet – Resources for Ontarians Experiencing Mental Health and Addictions Issues During the Pandemic</u> Canadian Mental Health Association – Windsor-Essex County Branch <u>Getting Help</u> <u>Mental Health for Life</u> <u>Mental Illnesses</u> <u>Mental Illnesses</u> <u>Mental Illnesses</u> <u>Mental Illnesses</u> <u>Mental Illnesses</u> <u>Stress</u> Canadian Centre for Occupational Health & Safety – Healthy Minds at Work <u>Mental Health 10 Health Habits Fitness Card</u> <u>Workplace Stress</u> Canada Safety Council: <u>Mental Health</u> and the Workplace Workplace Strategies for Mental Health <u>Working Through It Videos</u> <u>Plan for Resilience – Workplace Edition</u> <u>Mental Health Awareness Email Series</u> – Weekly emails with videos and practical information that can help you better understand the experience of mental health issues at work <u>Bell Let's Talk Campaign – Posters, Logos, Brochures, Stickers, & Pamphlets</u> Workplace Safety & Prevention Services – <u>Mental Health in the Workplace Infographic</u> <i>Physical Activity</i> <u>24-Hour Movement & Activity Guidelines</u>

 <u>Suicide Education, Awareness and</u> 	<u>City of Windsor Parks, Trails, and Recreation Maps</u>
Prevention	<u>County Wide Active Transportation Route Maps</u>
	 Canadian Centre for Occupational Health & Safety – <u>Stretching at the Work Station</u>
	 Occupational Health Clinics for Ontario Workers – <u>Exercises at Your Workstation</u>
	ParticipACTION
	 <u>No Gym? No Park? No Problem! – Physical Activity Resource Guide</u>
	Healthy Eating & Nutrition
	Unlock Food
	 Healthy Habits to Cope with Stress
	 <u>Nutrition and Its Influence on Mental Health</u>
	 When Eating and Weight are Concerns: A Glimpse at Eating Disorders
	 Fact Sheets on Healthy Eating
	Canada's Food Guide
	 <u>Healthy Eating at Work</u>
	 <u>Healthy Eating Recommendations</u>
	o <u>Healthy Recipes</u>
	o <u>Eat Well Live Well Poster</u>
	Healthy Family Relationships & Home Life
	Centre for Research & Education on Violence Against Women & Children
	 Stress, Interpersonal Violence, and COVID-19
	 <u>Domestic Violence: Warning Signs for the Workplace</u>
	 Did You Know Abuse Comes in Many Forms?
	Public Health Agency of Canada:
	 Learn About Family Violence: Fact Sheets & Resources
	 <u>Promoting Safe Relationships</u>
	 Canadian Mental Health Association (National) – <u>Work-Life Balance</u>
	Canadian Centre for Occupational Health & Safety
	 <u>Violence in the Workplace – Domestic Violence Fact Sheet</u>
	 <u>Work-Life Balance Fact Sheet</u>
	 <u>Work-Life Balance Infographic</u>

	Financial Health & Wellness
	 Mental Health Commission of Canada: <u>Managing COVID-19 Financial Stress</u>
	Financial Fitness Windsor
	 <u>COVID-19 Financial and General Information Sheet</u>
	 Financial Tips During COVID-19
	 <u>Emergency Budget Planning</u>
	Prosper Canada – <u>Financial Relief Navigator</u>
	Public Health Agency of Canada: <u>COVID-19: Managing Financial Health in Challenging Times</u>
	 Financial Consumer Agency of Canada – <u>COVID-19 Resources & Tips</u>
-	Substance Use
	Windsor-Essex Opioid & Substance Use Strategy (WECOSS)- <u>Resources for People Who Use Substances</u>
	Canadian Centre on Substance Use and Addiction
	 <u>COVID-19</u>, Alcohol, and Cannabis Use
	 <u>Coping with Stress, Anxiety, and Substance Use During COVID-19</u>
	Public Health Agency of Canada: Impairment and Cannabis in the Workplace
	Albert Health Services: <u>Is Drinking, Using Drugs, or Gambling Affecting My Work?</u>
	Centre for Addiction & Mental Health - <u>Addiction: An Information Guide</u>
	<u>Arrive Alive</u> – Order print resources for the workplace
	Centre for Occupational Health & Safety
	 Impairment at Work Fact Sheet
	 <u>Cannabis and Impairment in the Workplace Poster</u>
	WECHU: Workplace Wellness Resources on Cannabis
-	Stigma, Discrimination, Violence, & Harassment
	Canadian Centre for Occupational Health & Safety
	 <u>Preventing COVID-19 Stigma</u>
	 <u>Respect – Everyone Deserves It</u>
	 <u>Bullying Is Not Part of the Job</u>
	o <u>Bullying in the Workplace</u>
	 <u>Violence in the Workplace</u>
	 Internet Harassment or Cyberbullying
	 <u>Violence in the Workplace – Warning Signs</u>
	 <u>Bullying and Harassment in the Workplace Infographic</u>
	Public Services Health & Safety Association – <u>Workplace Bullying</u>

	Mental Health Commission of Canada
	o <u>Stigma: The Facts</u>
	o Language Matters
	Morneau Shepell: <u>Removing Stigma – 5 Rs of Workplace Mental Health</u>
	Centre for Addiction & Mental Health
	 Mental Health, Stigma, and the Workplace
	 <u>COVID-19 Stigma and Prejudice</u>
	 World Health Organization – <u>Social Stigma Associated with COVID-19</u>

Workplace Suicide Prevention and Mental Health Promotion – Education & Skill-Building Provide educational opportunities for employees to learn more about maintaining positive mental health, building personal skill-sets that contribute to overall well-being, and preventing suicide.

Suicide Prevention Resources for the Workplace	Mental Health Promotion Resources for the Workplace
 Offer a webinar, e-course, Lunch & Learn, workshop, or training on suicide prevention in the workplace: Mental Health Commission of Canada: <u>Suicide Prevention in the Workplace</u> <u>Webinar</u> Centre for Suicide Prevention <u>Self-Harm and Suicide Webinar</u> <u>Anxiety Disorders, Depression, and Suicide Webinar</u> ASIST, Suicide to Hope, safeTALK (CMHA- WECB). For more information, visit CMHA- WECB's <u>Suicide Education Programs</u> webpage.	 Emotional, Psychological, and Social Health Offer a webinar, e-course, Lunch & Learn, workshop, or training on mental health in the workplace: Mental Health First Aid WECHU (Healthy at Work Webinar): Mental Health: You Are Not Alone Canadian Centre for Occupational Health & Safety – Healthy Minds at Work E-Courses Mental Health: Signs, Symptoms, and Solutions Mental Health: Awareness Mental Health: Health and Wellness Strategies Mental Health: Communications Strategies Stress in the Workplace Mental Health Commission of Canada & Mindful Employer Canada: Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace (E-Course) Workplace Strategies for Mental Health – Psychologically Safe Interactions Workshop (all resources provided) Canadian Mental Health Association – Windsor-Essex County Branch – Please visit CMHA-WECB's website for full listing of workplace Workshop How to Beat Workplace Stress: From Burnout to Balance Workshop

	 Safe @ Work: Psychological Health & Safety
	 Managing Change: Surviving and Thriving Workshop
	 The Business of Grief Workshop
0	Centre for Addiction & Mental Health Workplace Mental Health Workshops
	 Essentials of Workplace Mental Health Workshop
	 Mental Health in the Workplace for Employees
	 Personal Resilience in the Workplace
Provide	e resources, materials, and tools that facilitate skill-building
0	Workplace Strategies for Mental Health
	 <u>Building Resilience Exercises & Activities</u> (e.g., building emotional vocabulary,
	four-stage breathing, taming self-talk)
	 Interacting with Others Exercises & Activities (e.g., matching intent and
	behaviour, interpreting negative feedback accurately)
	 <u>Communicating More Effectively</u> (e.g., sending assertive body signals,
	communicating without judgement)
	Exercises for Stress Reduction & Deep Relaxation
	 Colouring Pages to Promote Wellness, Calmness, and Mindfulness
0	The Working Mind: COVID-19 Self-Care and Resilience Guide
0	Bell Let's Talk – Conversation Guide – Supports people in leading discussions about
	mental health or talking with someone you may be concerned about
Physical Ac	tivity
• Host a	webinar, e-course, Lunch & Learn, or training on physical activity in the workplace:
0	WECHU (Healthy at Work Webinar)
	 Cycling for Fun, Health, & Profit
	 Getting Started on Your Personal Exercise Journey
0	Canadian Society for Exercise Physiology: Canadian Physical Activity Guidelines
	Webinar for Individuals and Families
0	Working Well
	 <u>Virtual Stretch Breaks & Yoga Classes</u> (Webinar)
	Desk Stretches Lunch & Learn
	Mindfulness Lunch & Learn
• Provide	e resources, materials, activities, and tools that facilitate skill-building
0	ParticipACTION
	 Routine Kick-Starter Workout
	 Live Fitness Breaks – 12:00 p.m. each day on their Facebook page

 Headspace: <u>Meditation for Work</u> <u>Workplace Strategies for Mental Health – Take Your Break (Energizing Activities)</u>
Healthy Eating & Nutrition
 Host a webinar, e-course, training, or Lunch & Learn on healthy eating and nutrition in the workplace: WECHU (Healthy at Work Webinar) <u>Take the Fight Out of Food</u> <u>Curb Your Stress, Eat Well</u> <u>Eating Well for a Healthy Gut</u> Working Well <u>Healthy Eating on a Budget</u> (Webinar) <u>Healthy Eating – Lunch & Learn</u> Ontario Public Health Association – <u>Healthy Eating at Work Webinar</u>
Family Relationships & Home Life
 Host a webinar, e-course, workshop, Lunch & Learn, or training on domestic violence in the workplace Centre for Research & Education on Violence Against Women & Children <u>Domestic Violence in the Workplace Online Training Series</u>
 <u>Domestic Violence in the Workplace: Organizational Readiness Training</u> (2-day training; \$400 per person) <u>Domestic Violence in the Workplace: Basic Education</u> (1-hour training; free) <u>Domestic Violence in the Workplace Webinars</u>
 Canadian Centre for Occupational Health & Safety – Domestic Violence in the Workplace
 Host a webinar, e-course, workshop, Lunch & Learn, or training on work-life balance <u>Canadian Mental Health Association – Windsor-Essex County Branch</u> – Work-Life Balance Workshop
 Provide resources, materials, and tools: Centre for Research & Education on Violence Against Women & Children – Individualized Safety Plan Template
Financial Health & Wellness

 Host a webinar, e-course, workshop, Lunch & Learn, or training on financial health and wellness
• Family Services Windsor-Essex (Healthy at Work Webinar) – <u>How to Be Financially</u>
Fit in 2020 and Beyond
 Prosper Canada – <u>Financial Literacy Training for Frontline Staff</u>
 Provide resources, materials, or tools that facilitate skill-building
 Financial Fitness Windsor
 <u>Budget Planning Template</u>
 Spending and Shopping Tips
 Weekly Menu Plan
 Financial Record Organization
 Prosper Canada – <u>Financial Relief Navigator</u>
Substance Use
Host a webinar, e-course, workshop, Lunch & Learn, or training on substance use in the
workplace
 Workplace Strategies for Mental Health: <u>Substance Use and the Workplace –</u>
Understanding Impairment
• WECHU (Healthy at Work Webinar): Cannabis Getting Out of the Weeds – Your
Questions Answered Webinar
• Centre for Occupational Health & Safety – Impairment: What Workers Need to
Know (E-Course; 49\$ per person)
Stigma, Discrimination, Violence, & Harassment
Offer a Lunch & Learn, webinar, e-course, workshop, or training on anti-violence in the
workplace:
• Canadian Centre for Occupational Health & Safety in the Workplace – E-Courses &
Podcasts
 Bullying in the Workplace
 Violence in the Workplace: Awareness
 Harassment in the Workplace
 Workplace Strategies for Mental Health – <u>Video Series on Stigma and Mental in</u>
the Workplace

Workplace Suicide Prevention & Mental Health Promotion – Environmental Supports Provide supports in the workplace environment that support and promote mental health and prevent suicide.	
Mental Health Promotion Resources	
 Emotional, Psychological, and Social Health Provide training, education, and assessment tools to managers and leadership to help support and promote the mental health of employees Workplace Strategies for Mental Health Building Stronger Teams Workbook Psychologically Safe Leader Assessment 20 Questions for Leaders About Workplace Psychological Health & Safety – Assessing and implementing changes in the workplace Mood Disorder Society of Canada – Workplace Stress Auditing – Stress auditing and implanting change Managing Mental Health Matters – Video-based training to effectively recognize and manage mental health-related issues, including accommodation, return to work, performance, and conflict Centre for Occupational Health & Safety – Healthy Minds At Work Assembling the Pieces Toolkit – Supports organizations in implementing the National Standard for Psychological Health & Safety in the Workplace Workplace Mental Health. Health in the Workplace for Leaders (Workshop) Centre for Addiction & Mental Health Managing Mental Health in the Workplace for Leaders (Workshop) Canadian Mental Health Association (Ontario) & Mental Health Works – Mental Health in the Workplace For Applied Research in Mental Health and Addictions – Psychological Health & Safety (An Action Guide for Applied Research in Mental Health and Addictions – Psychological Health & Safety (An Action Guide for Employeers) Offer counselling through an Employee /Family Employee Assistance Program Create a process to akk owledge employee achievements in a timely manner or to seek employee input to make workloads manageable Encourage employees to take breaks Create a quiet relaxation room for employees 	

Physical Activity
 Provide training, education, and assessment tools to managers and leadership to help support and promote physical activity at work Workplace Health Research Network & John Hopkins Bloomberg School of Public Health: Physical Activity in the Workplace (A Guide for Employers) Implement the UpnGO active workplace wellness program by ParticipACTION Introduce walking meetings Invest in showers and change rooms to support physical activity and active transportation Provide corporate or reduced rate memberships to onsite, private, or local fitness or recreation facilities Have physical activity equipment available to sign out for use during breaks Have designated areas available that are safe for physical activity (e.g., basketball courts or greenspace) Host on-site fitness or yoga classes
Have accessible bicycle storage, such as bicycle racks or bicycle lockers
Healthy Eating & Nutrition
 Provide training, education, and assessment tools to managers and leadership to promote and support healthy eating in the workplace Alberta Health Services: <u>Healthy Eating Resources for Workplaces</u> Durham Region Health Department: <u>Healthy Eating Workplace Handbook</u> Offer a variety of healthy food choices in the cafeteria, vending machines, at meetings, and at special events Provide a refrigerator and microwave in break area so that employees can bring healthy lunches from home Reduce the sale of sugary drinks and sweets in the cafeteria and vending machines Make water available by providing water fountains/coolers or placing water pitchers around the table at meetings or special events
Family Relationships & Home Life
 Provide training, education, and assessment tools to managers and leadership to prevent domestic violence and support victims of domestic violence in the workplace Centre for Research & Education on Violence Against Women & Children <u>Domestic Violence: Leadership Development</u> <u>Domestic Violence: Basic Education for Leaders</u>

 <u>Safety Planning at Work</u>
 Guidelines for Assessing Threats and Managing Risks in the Workplace
 How to Communicate with Employees At Risk
 Setting Up Security Measures to Stop Domestic Violence in the Workplace
 Occupational Health & Safety Council of Ontario – <u>Domestic Violence Doesn't Stop When</u>
Your Worker Arrives at Work – What Employers Need to Know to Help
 Public Services Health and Safety Association – <u>Addressing Domestic Violence in the</u>
Workplace Handbook
• Encourage flexible work arrangements (e.g., compressed work week, working from home)
Provide childcare or elder care services to help with work-life balance
Substance Use
 Provide training, education, and assessment tools to managers and leadership to address substance use in the workplace
• Centre for Occupational Health & Safety – Impairment and Cannabis in the Workplace (E-
Course for Leadership Stakeholders)
• Canadian Centre on Substance Use & Addiction - <u>Substance Use and the Workplace – Tools</u>
and Resources for Employers
Ensure work-related events are alcohol free
 Offer counselling through an Employee/Family Employee Assistance program
 Offer substance use therapies in employee benefits packages
Stigma, Discrimination, Violence, & Harassment
Provide training, education, and assessment tools to managers and leadership that support and
promote anti-violence in the workplace:
 Workplace Safety & Prevention Services
 Developing Your Workplace Violence and Harassment Program in Ontario (E-
<u>Course</u>)
 Workplace Violence & Harassment Toolbox
 Mental Health Commission of Canada – <u>Together Against Stigma: Changing How We See</u>
Mental Illness (Workplace Components)
 Canadian Centre for Occupational Health & Safety - <u>Violence in the Workplace: Establish a</u>
Prevention Program
 Workplace Strategies for Mental Health - Violence Assessment
 Canadian Mental Health Association (Ontario) – <u>Stigma and Discrimination – Workplace Mental</u>
Health Promotion (A How To Guide)

Suicide Prevention &	Examples of Policies:
Emotional,	Psychologically Safe Workplace Policy
Psychological, and	Mental Health in the Workplace Training & Professional Development Policy
Social Health	Accommodation and Return to Work Policy
	Union Management Cooperation Policy
	Psychologically Safer Termination Policy
	Employee Assistance Program Policy
	Employee Recognition Policy
	Reimbursement for Stress Reducing Programs/Activities Policy
	Workplace Traumatic Response Policy
	Workplace Crisis Response Policy
	Supportive Documents for Policy Development:
	Workplace Strategies for Mental Health: <u>Policy and Prevention</u>
	Workplace Strategies for Mental Health: International Handbook of Suicide Prevention: Research, Policy, & Practice
	World Health Organization: Mental Health Policies and Programs in the Workplace Guidance Package
	Ottawa Public Health: Mental Health Promotion Sample Workplace Policy
	National Standard for Psychological Health and Safety in the Workplace
Physical Activity	Examples of Policies:
	Walking Meetings Policy
	Physical Activity at Work Policy
	Work-Time Allowance for Physical Activity Policy
	Gym/Sports Discounts Policy
	Active Living Subside Policy
	Bike Friendly Workplace Policy
	Supportive Documents for Policy Development:
	WECHU: Bike Friendly Workplace Sample Policy
	Ottawa Public Health: Physical Activity at Work Sample Policy
	Alberta Centre for Active Living: Workplace Physical Activity Sample Policy
	Hamilton Public Health: Investing in Physical Activity Through the Workplace – A Toolkit for Policy Development
Healthy Eating &	Examples of Policies:
Nutrition	Healthy Food & Drink Options at Workplace Meetings and Special Events Policy
	Take Charge Workplace Policy

	Healthy Vending Options Policy
	Meet Smart Policy
	Supportive Documents for Policy Development
	WECHU
	 Meet Smart Information
	 Take Charge Workplace Program
	 <u>Take Charger Healthy Eating at Work Policy</u>
	Ottawa Public Health: Food Served in the Workplace Sample Policy
	Food Secure – <u>Developing Organizational Food Policy</u>
Family Relationships &	Examples of Policies
Home Life	Domestic Violence Prevention in the Workplace Policy
	Work-Life Balance Promotion Policy
	Flexible Work Arrangement Policy
	Child or Elder Care Policy
	Supportive Documents for Policy Development
	 Centre for Research & Education on Violence Against Women & Children – Guidelines for Developing Workplace
	Domestic Violence Policies
	Healthy Work-Life Balance: A Guide for Employers
	 Ryerson University: Guide to Flexible Work Arrangements for Leaders and Employees
	 Ryerson University: <u>Flexible Work Arrangements: Tools and Templates</u>
Substance Use	Examples of Policies:
	Alcohol and Drug-Free Workplace Policy
	Employee Assistance Program Policy
	Substance Use Policy
	Supportive Documents for Policy Development
	WECHU – <u>Substance Use Sample Policy</u>
	 Ministry of Labour, Training, and Skills Development – <u>Impairment and Workplace Health and Safety</u>
	 Canadian Centre on Substance Use and Addiction – <u>A Review of Workplace Substance Use Policies in Canada</u>
	 Alberta Health Services: <u>Alcohol/Drug Policy Development and Employee Testing – Information for Leaders</u>
Violence – Stigma,	Examples of Policies
Discrimination,	Violence in the Workplace Policy
Harassment, &	Workplace Harassment Policy
Bullying	Mental Health Stigma Reduction Policy
	Anti-Bullying Workplace Policy

Supportive Documents for Policy Development
 Ministry of Labour, Training, and Skills Development – <u>Laws, Codes of Practice, Violence & Harassment Prevention</u>
Resources, & Sample Policies & Programs
 Workplace Safety & Prevention Services: <u>Sample Violence & Harassment Policy</u>
Workplace Strategies for Mental Health
 <u>Violence Prevention Policies</u>
 Harassment and Bullying Prevention Policies
 Canada Human Rights Commission – <u>Developing a Workplace Anti-Harassment Policy</u>
 Ontario Human Rights Commission – <u>Anti-Harassment and Anti-Discrimination Policies</u>