

# IDENTIFYING MENTAL HEALTH CONCERNS AT WORK



## SIGNS OF AN EMPLOYEE STRUGGLING WITH MENTAL HEALTH CONCERNS MAY INCLUDE:

Long-lasting sadness or irritability  
Suicidal comments or references  
Excessive fear, worry, or anxiety  
Social withdrawal or isolation  
Difficulty communicating with others

Confused thinking / appearing disoriented  
Difficulty concentrating and learning  
Extreme fluctuations to mood  
Lower frustration tolerance  
Appear more stressed, tense, or on edge

## WHAT TO DO IF AN EMPLOYEE IS STRUGGLING WITH MENTAL HEALTH CONCERNS:

Reach out to the Employee privately. Ask how he or she is doing and listen without judging.

Express concern over changes you have noticed in their behavior.

Listen with compassion and empathy.

Don't diagnose or offer advice. Instead, let them know that although you are not trained to help them, there is help available.

Give them EAP information and explain that it is confidential.

## WHAT TO DO IF AN EMPLOYEE IS IN CRISIS AND/OR EXPRESSES THOUGHTS OF SUICIDE:

Stay with the person (or make sure the person is in a secure place) until you can get further help.

Call your EAP.

Consult with HR.

Maintain contact with the employee and the EAP to provide appropriate support and follow-up.

If the person is an immediate risk to his/herself, call 911.

## REFER TO THE PROFESSIONALS – IF YOU ARE UNSURE HOW TO HANDLE A MENTAL HEALTH CRISIS OR CONCERN AT WORK, NATIONAL EAP IS HERE TO HELP!

**CALL US TOLL FREE: 1-800-624-2593**  
**Always Available, Always Confidential 24/7**