Mental Health in the Workplace Checklist

Work can be a major source of stress for many people. As an employer, you should strive to make your workplace as comfortable and enjoyable as possible to protect employees' mental health. How many of these best practices do you follow?

Foster a Positive Work Environment

☐ Don't tolerate bullying or harassment

☐ Reward employees for a job well done with recognition or prizes

☐ Create social groups where employees can decompress and have fun together (e.g. book club, running club, knitting club)

Train Managers on Mental Health Support

☐ Teach them to spot changes in behavior and performance that could indicate a mental health problem

☐ Train them on how to help a struggling employee while still respecting boundaries

☐ Offer strategies for creating accommodations and return-to-work plans for affected employees

Promote Healthy Work/Life Balance

☐ Provide flexibility in work hours

☐ Focus on productivity rather than hours worked

☐ Encourage breaks with a well-stocked lunchroom and quiet break rooms

☐ Lead by example: managers should take breaks and avoid working excessively long hours

Provide Mental Health Benefits

☐ Offer an EAP that includes access to support groups and counsellors

☐ Include mental health and substance abuse coverage in your health insurance plan

☐ Allow sick leave to be used for mental health problems, or designate specific mental health days
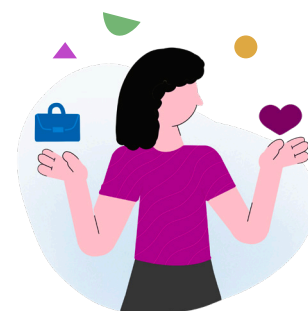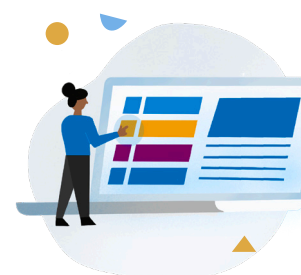
Organize Mental Wellness Events

☐ Host yoga or meditation sessions in the workplace

☐ Plan workshops on resilience, stress management and other work-related mental health topics

☐ Organize fun, stress-relieving events such as therapy dogs, holiday activities, team outings, arts and crafts or catered lunches

Share Resources with Employees

☐ Therapists covered by your insurance plan

☐ Distress, substance abuse, suicide and other mental health hotlines (see examples below)

☐ Online resources that describe signs, symptoms and steps to take for mental illnesses (see examples below)

Additional Resources

Visit these resources for more information on establishing a mentally healthy workplace or share them with employees in need.

Hotlines and Online Services (US and Canada)

- Crisis Services Canada: 1 (833) 456-4566
- National Suicide Prevention Lifeline (US): 1-800-273-TALK (8255)
- SAMHSA Treatment Referral Helpline (US): 1-877-726-4727
- Veteran's Crisis Line (US): 1-800-273-TALK (8255) and press 1
- National Alliance on Mental Illness (US): 800-950-NAMI or text "NAMI" to 741741
- Crisis Text Line (US and Canada): Text "HOME" to 741741
- Better Help
- TalkSpace

Mental Health Education

- Healthy Minds at Work
- Mental Health in the Workplace (CDC)
- Workplace Stress Resources
- How to Support Mental Health at Work
- Taking Care of Your Mental Health: A Guide for Employees

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