



Great-West Life  
Centre for  
Mental Health  
in the Workplace



## Great-West Life Centre for Mental Health in the Workplace (Centre)

### Plan Sponsor/Employer Reference Guide

The Centre is a leading source of free, practical tools and resources designed to help Canadian employers and employees with the prevention, intervention and management of workplace mental health issues\*. To achieve this, free tools and resources are organized into four main sections. Detailed menus appear when you hover over the section titles in the top banner of the Centre's website [Workplace Strategies for Mental Health \(www.workplacestrategiesformentalhealth.com\)](http://www.workplacestrategiesformentalhealth.com).

\*Tools and resources suggested below are designed for individuals dealing with mental health issues but can be useful for anyone on-leave, returning to work, or at work to support psychologically healthy workplaces.

#### Psychological Health and Safety

##### **Organizational Framework > [Psychological Health and Safety Management System](#)**

The National Standard of Canada for Psychological Health and Safety in the Workplace (the Standard) was published in January 2013 by Canadian Standards Association (CSA) and Bureau de Normalisation de Quebec (BNQ). The Standard is a voluntary set of guidelines, tools and resources focused on promoting employees' psychological health and preventing psychological harm due to workplace factors.

The Psychological Health and Safety Management System (PHSMS) section on the Centre's website provides information to help an employer implement the Standard. The implementation of a PHSMS is not about assessing an individual employee's mental health. It's about considering the impact of workplace processes, policies and interactions on the psychological health and safety of all employees.

These resources and information can help you integrate psychological health and safety into your organization.

##### **Policy and Prevention:**

Developing and communicating clear policies, and training and educating management and staff, may assist in:

- [Addiction Prevention](#)
- [Bereavement Leave Policy](#)
- [Harassment and Bullying Prevention](#)
- [Framework to Help Eliminate Stigma](#)
- [Suicide Prevention](#)
- [Violence Prevention](#)
- [Building Emotional Intelligence](#)

#### Managing Workplace Issues

##### **Workplace Solutions > [Developing a Workplace Plan](#)**

A tool for Case Managers and Rehabilitation Consultants to share and engage the employee in developing solutions in preparation for return-to-work planning.

##### **Accommodation > [The Duty to Accommodate](#)**

Most organizations have their own policies and procedures related to accommodation. At a minimum, all should comply with relevant human rights legislation.

##### **Accommodation > [Accommodation Strategies](#)**

Strategies shared here can promote open dialogue and help employers engage employees in collaborating on a sustainable plan to help employees remain productive when mental health is a factor.

##### **Accommodation > [Supporting Employee Success](#)**

This resource helps employees work with their employer and healthcare professional to develop an accommodation plan that allows them to do their job successfully, when mental health is an issue.

##### **Responding to Issues:**

Information on effective responses that can help reduce the negative impact on the employee, co-workers and the organization. Topics include:

- [Addiction Response](#)
- [Grief Response](#)
- [Mental Health First Aid](#)
- [Suicide Response](#)
- [Burnout Response](#)
- [Create Your Own Mental Health Resource List](#)
- [Supporting Employees Who Are Caregivers](#)
- [Leadership Response](#)

### Job-Specific Strategies

**Employees > Maintain your own mental health > Using Your Employee Assistance Program (EAP) > [What is an Employee Assistance Program \(EAP\)?](#)**

EAPs are provided by some employers and can be a valuable resource for employees. This is a helpful tool for referring employees to your EAP.

**Employees > [Help Your supervisor help you](#)**

The article, *Coaching Up: Help your supervisor support you through your mental illness*, offers suggestions for an employee to help their supervisor support them during times when the employee's mental health is compromised.

### Resolving Conflict

An alternative approach for employee and employer to assist with conflict resolution between employees.

### Free Training and Tools

**Management Training > [Managing Mental Health Matters](#)**  
Video examples demonstrate approaches that may be helpful for:

- [Managing Emotions](#)
- [Managing Accommodation](#)
- [Managing Performance](#)
- [Managing Conflict](#)
- [Managing Return to Work](#)

**Mental Health Awareness > [Working Through It Weekly Emails](#)**

Sign up to receive weekly emails with articles or videos that provide individuals with practical strategies for coping at work, off work and when returning to work.

**Mental Health Awareness > [Awareness Education for Leaders using Working Through It](#)**

An outline of a session you can facilitate for employers, including supervisors, managers, union representatives and executives. This will better prepare them to support employees with mental health issues.

**Mental Health Awareness > [Subscribe to news from the Centre](#)**

Sign up to be among the first to learn about the latest information, resources, tools, training and events related to workplace mental health.

**Healthy Break Activities > [Subscribe to Take Your Break free emails](#)**

Subscribe to get weekly emails with break activity ideas that can help individuals and teams to rest and recharge.

**Printable Resources and Reports > [Psychological Health and Safety](#) > (Scroll down) > [Towards a Psychologically Safer Workplace – An Employer's Guide](#)**

Steps an employer can take to help meet the minimum requirements for providing a psychologically safe workplace. It provides guidelines for identifying conflict among employees and examples of policy, among other information.

**Can't find what you're looking for?** Try using the Search function found at the top right hand corner of the web page.



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