



Organization Assessment Checklist

How Mentally Healthy is Your Workplace?

Two Big Questions:

1. Can people who are suicidal or in a mental health crisis get support and referrals to appropriate care?
2. Does the workplace promote mental health or reinforce discrimination?

Workplace Culture

- Do clearly stated workplace values reflect concern for well-being of employees?
- Are systems in place to monitor employee morale on a regular basis?
- Do communication practices encourage open communication?
- Does your workplace view mental health promotion as an investment in a stable and productive workforce OR does it see mental health promotion as irrelevant (or even a detrimental expense)?
- How might your workplace culture or even the products and services you create in your workplace impact mental health?
 - How might your workplace reinforce prejudice about mental disorders?
 - How might your workplace encourage behaviors that negatively impact mental health?
 - What does your workplace do to promote mental health and wellness?

Policies and Practices

Mental Health Benefits

- Are there mental health benefits offered?
- Are they covered at the same level as other physical disorders?
- Do they recognize the chronic nature of mental disorders?
- Does your workplace allow for medical leave for a mental health crisis?

Social Marketing

- (Brochures, posters, fact sheets) promoting mental health or educating employees about mental disorders?
- Are mental health screening days (e.g. depression, anxiety, and alcohol abuse) promoted in the workplace, encouraging employees to take a confidential self-assessment?

Referral Processes

- Is the workplace aware of general local resources (e.g. referral numbers or websites) or employee assistance programs in case a referral for mental health treatment is needed?
- Do these referrals provide the following:
 - Initial assessment of the person's issue
 - Referral to appropriate services matching the person's needs
 - Post-treatment monitoring
 - Return to work assistance
 - Low cost (or free) options without a lot of pre-authorizations or referral requirements
- How does your workplace re-integrate an employee who has been on a mental health leave for a mental health crisis?

Accommodations

- Has your workplace made (or is it equipped to make) “reasonable accommodations” for individuals who would otherwise be fully qualified to overcome the challenges they face as the result of a mental disability? Are these disability management efforts coordinated by a disability manager?
 - Flexible scheduling and/or reduced hours
 - Reassignment
 - Written instructions
 - Quiet workspace
 - Time off/flex hours to attend therapy session
- *NOTE: recent studies suggest that the cost of most workplace accommodations is less than \$500- far below the cost of hiring and training a new employee¹

Training

- Does your workplace routinely have educational programs on mental health topics (beyond stress and conflict resolution)?
- Is this training for all employees, but especially for supervisors and managers, in order to create a workplace culture that has a full understanding of mental health issues and that values individuals who might struggle with mental disorders?
- Does training exist for suicide prevention specifically?

¹Citizen's League (2001). "Mental Health in the Workplace: An Issue for One in Five Employees." Minnesota Department of Health.

