

Supporting Mental Health in the Workplace

Common Workplace Adjustments for Staff Experiencing Mental Ill Health

<p>Adjustments to the work schedule</p>	<ul style="list-style-type: none"> • Allow more breaks • Allow breaks to take place when needed by the team member, rather than a pre-determined schedule • Allow team member to change their working day to start earlier or finish later • Allow team member to use paid or unpaid leave for appointments related to their mental health • Offer a phased return to work • Allow part-time working on a temporary basis (or permanently if it is what the team member wants)
<p>Adjustments to role and responsibilities</p>	<ul style="list-style-type: none"> • Review their workload and agree what duties they can do • Re-assign duties they may struggle with among the rest of the team • Discuss vacant positions in the organisation and temporarily transfer the team member to a different role they want to do
<p>Adjustments to working environment</p>	<ul style="list-style-type: none"> • Provide partitions, room dividers etc. to enhance soundproofing and visual barriers between workspaces • Offer a reserved parking space to make it easier for the team member to get to work • Offer homeworking for some of the week • Increase the size of their 'personal work space' • Position the team member as far away as possible from noisy machinery • Provide a private space for the team member to use when they need privacy
<p>Policy changes</p>	<ul style="list-style-type: none"> • Extend additional paid or unpaid leave during a hospitalisation or other absence • Allow additional time for the team member to reach performance milestones • Allow the team member to make certain personal phone calls during the day
<p>Ways to provide additional support and assistance</p>	<ul style="list-style-type: none"> • Assign a mentor or buddy to support and help the team member • Arrange a regular one-to-one between the manager and team member to discuss and prioritise tasks • Provide a personal computer to enable the team member to work at home when they do not feel able to attend the workplace • Offer additional training on the skills the team member's job requires