

Checklist and action plan

Workplace response to suicide – Employee bereaved/impacted by suicide

IMMEDIATE CRISIS RESPONSE

Checklist

Action plan

Critical incident meeting

- Determine relationship of employee [page 29]
- If the relationship is of a personal nature and the employee is on-site [page 29]
- Provide privacy and a suitable staff liason [page 29]
- Follow critical incident protocols [page 29]
- Ensure they are safe to leave [page 29]
- Inform workplace [page 29]
- Review work commitments [page 29]
- Check-in with the bereaved [page 29]

FIRST 24-48 HOURS ACUTE RESPONSE

Checklist

Action plan

Critical incident meeting

- Documentation of event as known if the suicide was client/service user [page 30]
- Request clarification re: the sharing of information [page 30]
- Notify People and Culture [page 30]
- Prepare beforehand what information can and will be provided to staff [page 30]
- Nominate staff liason person [page 30]

1-2 WEEKS INITIAL ACTIONS / SUPPORT

Checklist

Action plan

Critical incident meeting

- Report to Senior Management [page 31]
- Monitor the bereaved worker [page 31]
- Identify representation of flowers/bequeaths, attendance at funeral [page 31]
- Discuss return to work capacity of the bereaved worker [page 31]

2 WKS - 6 MTHS
ONGOING SUPPORTS AVAILABLE

Checklist

Action plan

Critical incident meeting

- Continue to check staff wellbeing [page 32]

LONGER TERM FOLLOW-UPS
ONGOING SUPPORTS AVAILABLE

Checklist

Action plan

Critical incident meeting

- Recognise anniversaries and milestones (opportunity to reflect) [page 33]
- Transition postvention to prevention [page 34]

Notes

Blank area for notes.

