

1. Before you deliver this Toolbox Talk to anyone:

Identify any **mental health wellbeing programmes** for employees operated by your employer and/or the company managing your workplace. Prepare a hand out with the contact details of those support services; post them on a notice board and include them in any induction pack.

Work through the **FIR e-learning module** "FIR on site: why it matters and how to achieve it – module for team and site managers", available at www.supplychainschool.co.uk/Fir/Fir-toolkit.aspx

Establish a **relationship with a human resources** (HR) specialist or equivalent, to which you can refer any questions or requests – or to talk to if you find the issues in this toolbox talk challenging.

Recognise that **discussing mental health and well-being issues:**

- Must be treated with respect. Discussing the issue casually or jokingly can cause harm.
- Can make people uncomfortable, upset or distressed
- Must respect confidentiality
- should not involve anyone taking on the role of counsellor, psychiatrist or similar unless they are properly qualified to do so

If you wish, **familiarise yourself further** with the issues raised in the toolbox talk short film. These free materials are a good starting point:

- ACAS "Promoting positive mental health at work"
<http://www.acas.org.uk/index.aspx?articleid=1900>
- Mental Health Foundation publications
<https://www.mentalhealth.org.uk/publications> e.g.
https://www.mentalhealth.org.uk/sites/default/files/CR00233_Ebook_dualbranded_interactive.pdf

2. Purpose

The purpose of this Toolbox Talk is to:

- Raise awareness of mental health and wellbeing
- Signpost workers to any mental health wellbeing programmes provided by their employers

- Where the employer does not provide any mental health wellbeing programme, signpost workers to a resource sheet that provides more information about the issue and sources of support

3. Kick-off

Find the “Mental health and wellbeing” Toolbox Talk short film at www.supplychainschool.co.uk/Fir/Fir-toolkit.aspx There are two versions available – one with subtitles and one without subtitles.

Please screen one version to your workers.

4. Messages to be passed on to workers following screening of film

Message 1: We hope that you found the short film useful in introducing you to mental health.

Message 2: It’s important to look after our own mental health, and keep a look out for that of other people

Message 3: If you would like to know more about any of the issues discussed in the film, please **either** - if an employer programme is available - contact [insert contact details of employer’s mental health and wellbeing programme]

Or - if no employer programme is available - download a Mental Health and Wellbeing Resource Sheet from www.supplychainschool.co.uk/Fir/Fir-toolkit.aspx . This includes further information and sources of support.

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