

TIP SHEET #1

ROLES AND RESPONSIBILITIES

Everyone in an organisation has an important role to play in the effective management of mental health conditions in the workplace.

The organisation, leaders and all employees have certain responsibilities to ensure mental health conditions are supported and managed appropriately.

Organisation's Role and Responsibilities

All organisations are required to provide physically and psychologically safe workplaces, and have both a moral and legal obligation to support employees with a mental health condition. In providing this support, organisations are guided by the relevant Acts and legislation, and balance the needs and circumstances of the individual with the needs of the organisation and other employees.

The Employee's Role and Responsibilities

All employees have the right to a physically and psychologically safe workplace. When an employee is experiencing a mental health condition, they have the right to be fairly and reasonably treated, have their privacy protected and ensure they are not harassed or discriminated against in any way. Employees are not obliged to inform their employer about a mental health condition except if the health and safety of themselves or other employees may be compromised.

THE EMPLOYER'S, LEADER'S AND EMPLOYEE'S RESPONSIBILITIES

ORGANISATION'S RESPONSIBILITIES

- Provide a physically and psychologically safe and healthy work environment.
- Have appropriate organisational policies and processes in place for mental health.
- Genuinely consider and support the implementation of reasonable workplace adjustments to support someone with a mental health condition.

LEADERS' RESPONSIBILITIES

- Reach out to anyone who may be struggling with their mental health.
- Ask questions about an employee's mental health condition as long as it is for a legitimate purpose.
- Support and implement reasonable workplace adjustments and return to work plans following absence due to a mental health condition.

EMPLOYEE'S RESPONSIBILITIES

- A right to withhold information about their mental health condition (if workplace health and safety is not impacted).
- Inform their workplace of a mental health condition if health and safety obligations are compromised.
- Take positive steps to address their challenges and work constructively with their organisation and leader.

NEED ADVICE?

If you are unsure about your responsibilities as an employee, it is recommended that you seek advice from your organisation's confidential EAP, human resource personnel, manager or legal counsel if available. Alternatively, contact Business Queensland or Fair Work Australia for free and confidential advice.

If you or someone you know needs help contact **TIACS** on 0488 846 988 or your organisation's Employee Assistance Program (EAP), your GP or call: **LifeLine** on 13 11 14, **Kids Helpline** on 1800 551 800, **MensLine Australia** on 1300 789 978 or the **Suicide Call Back Service** on 1300 659 467.