

BEST PRACTICES DEALING WITH SUICIDE THREATS IN THE WORKPLACE

In case of threat or risk of suicide:

1. **LISTEN** – Take all suicide threats seriously
2. **ACT** – **CALL 911**
3. **DO NOT** leave the person alone; seek assistance from a peer
4. **DO NOT** get physically involved
5. **REMAIN** with the individual until police/help has arrived
6. **REPORT** the incident to your Human Resources office
7. **ENSURE** the individual's confidentiality is maintained
8. **SEEK** out self-care (see workplace supports below)

Employee & Family Assistance Program (EFAP) Workplace Supports

Shepell-fgi offers support to worksite managers, supervisors, and Human Resources staff in employee and worksite crisis situations. This support includes:

- Accessing a Crisis Counselor by telephone in case of an urgent worksite situation, such as the threat, suspicion or risk of suicide.
- Offering on-site critical incident support and debriefing to staff and management.
- Offering self-care support to managers following critical incidents or emergencies.
- Speaking directly to individual(s) at-risk of committing suicide (with consent^{**}).

****NOTE:** *Shepell-fgi cannot place a telephone call to an at-risk person without his/her prior consent.*

For immediate, confidential help 24 hours/day
1-800-268-5211
Shepell-fgi

For further information and assistance, please contact Workplace Health at Corporate Human Resources at 780-408-8400 and ask to speak to a Workplace Health Consultant regarding at-risk employees, worksite critical incidents, and/or EFAP services.