## **RESPONSE PLAN TO SUICIDE IN THE WORKPLACE**

## **RESPONSE CHECKLIST**

|  |  |
| --- | --- |
| **I have…** |  |
| * In an emergency, dialed 000 and followed instructions.
 | [ ]  |
| * In a non-emergency, referred to the relevant sections in the *Response Plan.*
 | [ ]  |
| * Convened the *Critical Response Committee.*
 | [ ]  |
| * Contacted the family or next of kin (if applicable), referring to the *Contacting the Family of the Deceased* guidelines in the *Response Plan* to help with this discussion.
 | [ ]  |
| * Spoken with all staff, contractors, volunteers, members of the Board, and all those affected by the incident, and informed them of the response planning underway.
 | [ ]  |
| * Provided employees with access to counselling, support services, and the Employee Assistance Program.
 | [ ]  |
| * Started an Event Log (if applicable).
 | [ ]  |
| * Determined Committee meeting dates and times.
 | [ ]  |
| * With permission from the family or next of kin, and if necessary, released communication statements.
 | [ ]  |
| * With permission from the family or next of kin, coordinated employees to attend the funeral.
 | [ ]  |
| * Notified clients and suppliers of potential disruption to services.
 | [ ]  |
| * Referred to the *Employee Response Log* to determine how staff might like to be communicated with during this difficult time.
 | [ ]  |
| * Reviewed the *Risk Register*, identified any potential contributing factors, and implemented preventative measures.
 | [ ]  |

|  |  |
| --- | --- |
| Emergency Services | 000 |
| Lifeline | 13 11 14 |
| Beyond Blue | 1300 224 636 |
| StandBy Support After Suicide | 1300 727 247 |