



# TIP SHEET.

## Supporting a colleague in distress.

### What to do

- Acknowledge their experience and how they are feeling
- Listen- to facilitate linking into other supports
- Provide practical support (taking time off work, calling family members, meals)
- Engage in other conversation
- Give them time- to heal
- Encourage them to look after themselves and start to establish a routine
- Encourage them to seek professional help (EAP, GP, Crisis Intervention)
- Be aware of different referral options for support

### What not to do

- Don't take on the responsibility for alleviating their distress
- Avoid simple reassurances, eg. You'll be ok, I know how you feel
- Don't take on the role of a counsellor
- Don't ignore your own needs and the needs of your family
- Don't lose yourself in the other person's distress

### Setting boundaries/ Encourage effective coping

- Encourage them to look after themselves
- Encourage them to access their supports
- Establish expectations around the nature of support you can offer
- Be supportive of their coping efforts, no matter how small

### Looking after yourself

- Acknowledge your own emotions- feeling overwhelmed, distressed, confused, frustrated, guilty
- Be mindful of your own distress signs and need for support
- Continue to engage in your usual routine- social, personal, hobbies
- Debrief with colleagues

### Human resources

Human Psychology - 1300 277 924 | [www.humanpsychology.com.au](http://www.humanpsychology.com.au)

Lifeline - 13 11 14 | [www.lifeline.org.au](http://www.lifeline.org.au)

Beyond Blue - 1300 224 636 | [www.beyondblue.org.au](http://www.beyondblue.org.au)

Assessment and Crisis Intervention Service - 13 14 65 | [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)