

Healthy Workplace – Checklist for Managers Following a Workplace Incident

Washington State Employee Assistance Program (EAP)

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- Have necessary steps been taken to reduce the source of the stress?
- Have we communicated all possible information to employees? Is there a plan for regular updates if necessary?
- Have we communicated to staff that this is a difficult period, and it's all right to share feelings of anxiety, fatigue or frustration?
- Have we provided opportunities for employees to productively gather and talk about the experience and their feelings?
- Have we factored in the impact of social media and communicated expectations to staff?
- Is teamwork and cooperation being encouraged and monitored?
- Have clear work standards and directives been given?
- Are we reassessing and/or modifying office rules and procedures as a result of the event as necessary?
- Have we given all employees information in order to access helpful EAP resources?
- Have I remembered my own needs and self-care during this difficult time?