

This flowchart provides UNE staff with a guide to support someone who may be at risk of suicide. If you are not with the person, obtain details about their current situation and whereabouts (including phone number). If you are unable to obtain their current location, proceed in calling 000.

Step 1 – Ensure your first priority is your own safety

Step 2 – Start a Conversation

If you are concerned that a colleague might be having suicidal thoughts/feelings, or is planning to take their life, it is important to take what they are saying seriously and act immediately.

If you are in direct and immediate communication with the person, you can ask them directly whether they are having thoughts or feelings of suicide.

A helpful way to start the conversation is by checking in on them.

“I’m really worried about you and what you said/wrote in your email/message that you left.”

“I wanted to check in with you because you haven’t seem yourself lately.”

“I am really worried about you and need to ask if you have been thinking about suicide.”

You may want to consider having another trusted colleague in the room with you. Ensure you ask the colleague if they are comfortable with this before inviting someone else into the room.

Step 3 – Take Action

If you think there is an imminent and serious risk of harm, immediately call 000. Depending on the situation, request Police for a welfare check or an Ambulance if you know the person has been injured/harmed.

If staff member is on campus, phone Safety and Security (6773 2099) to advise that 000 has been dialled and emergency services will be arriving on campus.

You should not attempt to conduct a risk assessment of the person. Your role is to keep the person safe until help arrives.

Step 4 – Stay with the Person

If you are within physical proximity, stay with them until emergency services arrive.

If you are in online contact or communication, remain in contact until emergency services arrive.

Key Contact Numbers:

Emergency Services – 000

Employee Assistance Program – 1300 360 364

UNE Safety & Security – 6773 2099

Suicide Call Back Service – 1300 659 467

Lifeline – 13 11 14