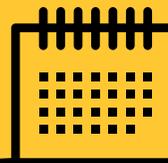


How to host your Rail R U OK? Day event

Train of thought



I wonder how
he's doing?



I haven't seen
him for a few days.



I'll invite him for a cuppa
and ask 'Are you OK?'

Rail R U OK? Day | 11 April 2019



trackSAFE
FOUNDATION



R U OK?

Contents

This toolkit will help you organise a **Rail R U OK?Day** event within your organisation.

Copies of this toolkit can also be downloaded at <http://tracksafefoundation.com.au/rail-ruok-day>

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About TrackSAFE and Rail R U OK?Day

It is an undisputed fact that regular, meaningful conversations can really make a difference to help our workmates. This is why harm prevention charities – the TrackSAFE Foundation and R U OK? – teamed up in 2014 to create the annual initiative **Rail R U OK?Day**, encouraging conversations between rail staff.

TrackSAFE strives to reduce suicide, trespass, and level crossing incidents on the rail network while offering best practice trauma support to rail employees. R U OK? is a national, not-for-profit organisation dedicated to empowering everyone to meaningfully connect and ask “are you ok?” of the people around them.

Since **Rail R U OK?Day** began in 2015 the numbers participating have grown from just under 7000, to over 50,000 expected participants this year.

Rail staff from across Australia and New Zealand have joined the conversation movement and are helping to transform workplaces into strong and resilient communities. The action of checking in on others is becoming the norm resulting in an increasing number of rail staff feeling connected and genuinely supported at work.

The initiative promotes R U OK?’s methodology for navigating a

conversation involving these four steps:

- 1 Ask “Are you ok?”
- 2 Listen without judgement
- 3 Encourage action to help them manage the load
- 4 Check in to show you genuinely care

This digital toolkit is just one of the many resources offered to the rail organisations to support you in running a successful and fun **Rail R U OK?Day**. By participating in **Rail R U OK?Day** you are helping to create an industry that will be stronger, more supportive and safer.

Join the Conversation Movement



4 things every Rail R U OK?Day event needs

Your **Rail R U OK?Day** event is not just any event. It's an opportunity to convince workmates that they can make a real difference to someone who's having a tough day by having a meaningful conversation.

Why is this important?

Because rail staff can be exposed to trauma and on top of that, life can get us down at times and we need extra support. When you're planning a **Rail R U OK?Day** event, consider including the following.

- 1. Champions:** to help us make a difference, we need your help to champion the message in your workplace and community. Life's struggles don't clock off when we clock on at work. Look out for colleagues who might be doing it tough.
- 2. Inspiration:** Asking the question need not be a daunting prospect. If they say "No, I'm not ok", that's ok. You've got what it takes to support them by listening, helping them find ways to further support, and checking in with them so they know you genuinely care.
- 3. Get organised:** whether it's a morning tea, a sausage sizzle or a team picnic, a well organised event can really have a positive impact on the lives of those in attendance.
- 4. Get connected:** Make sure that workmates are given opportunities (and encouragement) to talk to one another. They may not talk about life's big issues but they might get to know each other a little better, which will help to break down barriers for future conversations.



Key messages

To explain what **Rail R U OK?Day** is all about, it's recommended you use the following key messages:

To employees

- You know better than anyone else the pressures your workmates have to face each day.
- Because you see your workmates often, you're in a great position to notice any changes in them.
- Find the time and courage to check in with co-workers and ask "Are you ok?"

To management

- Research shows that a strong sense of community and trust between colleagues is a protective factor against suicide.
- We have a responsibility to help our people feel safe and supported at work. We want to promote an 'Are you ok?' culture and encourage workmates to look out for one another especially if we think someone might be struggling.
- As an industry affected too often by suicide, we need to fearlessly and courageously embrace suicide prevention strategies.
- We want to give staff the confidence and capacity to turn to each other to talk about life's ups and downs.

Learn the 4 Conversation Steps

If someone says, "No I'm not OK", follow these steps to help navigate the conversation.

- 1 Ask
- 2 Listen
- 3 Encourage action
- 4 Check in

For more tips on how to have the conversation visit ruok.org.au/how-to-ask

To find out more about the TrackSAFE Foundation, visit www.tracksafefoundation.com.au



Quentin's journey 2019

- Thanks to a large Question Mark 'character' called Quentin, we're issuing conversation challenges to get you reconnecting with your work mates 365 days a year.
- Quentin will travel around Australia and New Zealand issuing various challenges to rail organisations who want to get the conversations started.
- A challenge could be to make a commitment to check in with someone who's going through a tough time or share a meal with people you work with – and once the challenge is done, Quentin is passed on to someone else who's up for the challenge.



- Auckland New Zealand, visiting Transdev Auckland
8 February – 17 February
- Queensland, visiting Bombardier
18 February – 21 February
- Welshpool WA, visiting Roy Hill
22 February – 1 March
- Tighes Hills, Parkes, Wollongong, Rockhampton, Mackay, Bowen, Newcastle and Gunnedah visiting Pacific National
2 March – 22 March
- Rydalmere NSW visiting Thales
23 March – 29 March
- Sydney visiting Transdev Sydney and Sydney Trains
1 April – 11 April



If you'd like to express your interest in hosting Quentin for 2020 please contact Sara from TrackSAFE sross@tracksafefoundation.com.au

Suggested wording for emails and social media

Facebook

- We see our workmates every day, so on 11 April 2019 let's find the time and courage to really ask them, "Are you ok?" #railruokday Find tips here: www.ruok.org.au/how-to-ask
- Today is **Rail R U OK?Day!** Join the Conversation Movement by asking #ruok #railruokday
- Today is **Rail R U OK?Day!** We're committing to asking #ruok today and any day a workmate's struggling #railruokday

Note: A Facebook image and cover image can be downloaded here: <http://tracksafefoundation.com.au/rail-ruok-day>

Twitter

- Join the Conversation Movement and support a workmate who may be struggling #railruokday @TrackSAFE @ruokday
- Today is rail's own @ruokday! Join the Conversation Movement by asking #ruok #railruokday @TrackSAFE
- Today is rail's own @ruokday! Ask #ruok today & ANY day a workmate's struggling #railruokday @TrackSAFE

Note: A Twitter cover image can be downloaded here: <http://tracksafefoundation.com.au/rail-ruok-day>

'Save The Date' Invitation Text

Subject: Rail R U OK?Day – 11 April 2019

Dear <First name> On Thursday 11 April, <insert business name> will once again take part in the industry-wide mental health initiative **Rail R U OK?Day**. The aim of the day is to emphasise the importance of helping workmates who seem to be doing it tough by asking, "Are you ok?"

Taking the time to talk with a colleague – not only on our industry-specific R U OK?Day, but any day someone's struggling – will help each of us create a stronger, more resilient, safer workplace. We need your support to make **Rail R U OK?Day** a success!

You'll find a **Rail R U OK?Day** toolkit at www.tracksafefoundation.com.au/rail-ruok-day with event and communication ideas you can tailor to suit your organisation's culture. Be creative and feel free to use your company collateral.

You can also get tips on how to start a conversation and find national helplines if someone needs extra support at ruok.org.au Don't forget, staff doing it tough at work can also contact <insert Employee Assistance Provider details, if available>. Don't worry; the service is confidential.

I hope you will get involved in **Rail R U OK?Day**. Together, let's join the Conversation Movement and help those who may be struggling with life.

<Signature>

Suggested wording for emails and social media

Follow up email

Subject: Rail R U OK?Day's journey continues

R U OK?Day is every day

Dear <First name>,

Thank you so much for your support and for making the fifth **Rail R U OK?Day** such a huge success.

If we all take the time to continue to have these important conversations, we can make a significant difference in our industry, families and communities.

Any time you need tips on how to talk to anyone who might be struggling, visit ruok.org.au

Together, let's join the Conversation Movement. So, ask the question, "Are you ok?" anytime you think someone might need a bit of support.

<Signature>



Event ideas

Morning teas and BBQs

The aim of a **Rail R U OK?Day** event is to help workmates become more comfortable about starting an R U OK? conversation – even with colleagues they don't normally have much to do with.

Bring workmates together during the traditional 'tools down' time of day by hosting a morning tea or a BBQ. Use the event to show staff that by giving a workmate the space to express their feelings, they can help by simply listening and offering guidance to further support.

Merchandise suggestions to make your event a success

1. Order R U OK? coffee cups, tea bags, and conversation cards: www.store.ruok.org.au
2. Download posters: <http://tracksafefoundation.com.au/rail-ruok-day>
3. Ask your local cafe to get on board and offer 'two-for-one' or free cuppas
4. Stick a **Rail R U OK?Day** wallet to your phone and start more conversations



What you can do

- Host a sausage sizzle and invite everyone to come.
- Have conversation starters around the workplace such as, “What’s your happiest childhood memory?” or “What is the best advice you ever received and who gave it to you?” or “What’s a trip that changed your life?”
- Get roving ‘R U OK? Reporters’ to interview team members to create mini videos.
- Encourage workmates to wear yellow.
- Create ‘Conversation Corners’ by flagging certain areas with yellow and black speech bubbles or helium balloons and set out tables and chairs in groups of two .
- Host a lunchtime music concert and invite someone to share their thoughts on how conversations can make a difference.
- If you’re the boss, consider giving staff a few minutes off to call their grandparents or family interstate or overseas.
- Double the rostered morning tea breaks to encourage people to talk.





The Cheat Sheet of Champions

Got your champion?

1. Nominate a Champion. This person will be responsible for bringing **Rail R U OK?Day** to life at work.
2. Register your Champion with TrackSAFE by emailing info@tracksafefoundation.com.au
3. Discuss event ideas (page 8 of this toolkit), **Rail R U OK?Day** and/or R UOK? merchandise, potential speakers among staff, recruiting key and genuine supporters to help promote the event (use our key messages on page 4).

Secured your location?

1. Book a location. Ensure it allows for a presentation/speech, is weather-proof and allows for people to chat and mingle.

Ordered your merch?

1. Order your R U OK? merchandise at www.store.ruok.org.au. We suggest conversation cards, balloons and wristbands.
2. Send staff a "Save The Date" email (page 6 of this toolkit).

Share their experience

1. Invite a staff member to share an experience of a conversation that really helped. A presentation template can be downloaded from the TrackSAFE website.
2. Can't find anyone? Choose a video from the TrackSAFE website and share that with your audience.

Get set...

1. Put up posters in tea rooms, bathrooms and other popular areas (download from the TrackSAFE website).
2. Ensure that the *Employment Assistance Provider* (if you have one) is invited and can attend the event.
3. Ask managers to promote and endorse **Rail R U OK?Day** at team meetings.
4. Send managers the "**How to ask staff R U OK?**" booklet (available from the TrackSAFE website).
5. Put a note about the event on your staff intranet.

Rail R U OK?Day 11 April 2019

1. Send staff an email reminding them to join in the fun!
2. Promote and share on social media @TrackSAFEFoundation @ruokday
3. Share stories of inspiration from the TrackSAFE website.
4. Enjoy the event!

High fives

1. After your event, meet to discuss highlights, share photos and ways to improve for 2020.
2. Write a "Thank You" note to share on staff intranet, including photos and positive feedback.



Every day is R U OK?Day

We want rail staff to talk to one another not just on **Rail R U OK?Day** - but every day!

Make sure you use the tips below to help you promote the message throughout the year:

June	It's been 2 months since Rail R U OK?Day . Why not remind people to keep talking.
September	Encourage staff to get behind national R U OK?Day on 12 September 2019 and ask family, friends and workmates "Are you ok?"
October	Mental health is something we all need to care about. 10 October 2019 is World Mental Health Day. 1 in 5 Australians are affected by mental illness, yet many don't seek help because of stigma. We can all do something to help shed a more positive light on mental health. Chat to your workmates about life's ups and downs, and offer support.
December	The holiday season can be great fun – but it can also be a time of stress for people experiencing financial, family or other challenges. Check in with workmates at this time.

Be sure to use:

- Intranet and social media assets
- Stories of inspiration
- Videos of inspiration

These can be downloaded from: <http://tracksafefoundation.com.au/rail-ruok-day>

Help us inspire staff to **join the Conversation Movement!**



Livery 'how-to' kit

- Billboards can be an effective way to raise awareness of R U OK?
- What better billboard than a locomotive, XPT or tram!
- Organisations can do their part for suicide prevention by putting a special R U OK? logo on the side of locomotives, passenger trains or trams.
- It's a great conversation starter and can be a prompt for people to seek help.
- Contact hello@ruok.org.au to discuss.

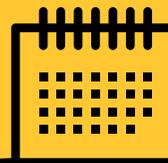


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