



## **Purpose**

The purpose of this policy is for Oberon Council to establish, promote and maintain the psychosocial wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own health and wellbeing.

Oberon Council believes that the wellbeing of our staff is key to organisational success and sustainability.

Goals of Our Organisation:

- To build and maintain a workplace environment and culture that supports psychosocial wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of psychosocial and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support psychosocial and wellbeing.

## **Scope**

This policy applies to all employees of Oberon Council, including contractors and casual staff.

## **Responsibility**

All employees are encouraged to:

- Understand this policy and seek clarification from management where required
- Consider this policy while completing work-related duties and at any time while representing Oberon Council
- Support fellow workers in their awareness of this policy
- Support and contribute to Oberon Council's aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- Take reasonable care of their own psychosocial health and wellbeing, including physical health
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Contribute to the development of actions identified during Workplace Wellbeing Assessments

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy
- Demonstrate commitment to this policy through leadership and monitor the psychosocial conditions at work for all employees under his/her control.
- Ensure that all actions identified during Workplace Wellbeing Assessments are adequately addressed in Wellbeing Management Plans.
- Ensure all actions in Wellbeing Management Plans do what is reasonably practicable to eliminate or minimise risk to worker health and safety and are closed out in the required timeframes.
- Monitor and review the effectiveness of the implemented actions that they do not introduce additional risk to the individual or workgroup

## **Communication**

Our Organisation will ensure that:

- All employees receive a copy of this policy during the induction process
- this policy is on council's website and intranet and is easily accessible by all members of the organisation
- Employees are informed when a particular activity aligns with this policy
- Employees are empowered to actively contribute and provide feedback to this policy
- Employees are notified of all changes to this policy.

## **Guiding Principles**

Commitment from employees and employers to the following principles will facilitate the achievement of this policy.

Individual:

- All employees shall have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Job design will be appropriate to the individual, with relevant training, supervision and support provided as required.
- Appropriate education and life skills training will be provided for all employees in identified areas of psychosocial and health promotion.

Organisational - Physical Environment:

- Oberon Council will provide a physical environment that is supportive of psychosocial and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.

Organisational - Workplace Structure and Culture:

- Oberon Council will promote a culture of partnership, participation and responsiveness. Open channels of communication will foster positive working relationships and provide clear methods of conflict resolution.
- Oberon Council will provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

**Organisational - Wellbeing and Performance:**

- Oberon Council will promote and support opportunities to enhance professional development.
- Oberon Council will provide and promote ease of access to a range of support mechanisms (EAP).

**Monitoring and review**

Oberon Council will review this policy 6 months after implementation and annually thereafter.

Indicators to measure effectiveness could include:

- working hours and patterns
- accidents at work
- staff complaints
- staff sickness levels
- staff turnover
- use of EAP services
- employee survey
- exit interview
- completed Workplace Wellbeing Assessments & Wellbeing Management Plan

Also Feedback from our workers, WHS Committee and management and the review of the policy by management and WHS committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Oberon Council policies and procedures relevant to this policy:

- WHS Policy Commitment
- Incident Reporting & Investigation
- Issue Resolution Flowchart
- Consultation and Communication
- Positive Working Relationships for an Anti Bullying and Harassment Free Workplace
- Code of Conduct
- Equal Opportunity Employer
- Leave Policy

Approving Authority	Oberon Council
Contact	WHS & Risk Coordinator
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