

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR MENTAL HEALTH AND WELLBEING IN THE WORKPLACE

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	5
6. PROCEDURES	7
6.1. Overview	7
6.2. Prevention	8
6.2.1. Risk Factors	8
6.2.2. Risk Management Processes	8
6.2.3. Health Promotion Programs	9
6.2.4. Flexible Working Arrangements	9
6.2.5. Professional Development	9
6.3. Intervention	10
6.3.1. Enhancement of Mental Health	10
6.3.2. eHealth Options and Pathways	10
6.3.3. Fatigue and Fatigue-Related Stress	10
6.3.4. Employee Assistance to Quit Smoking	11
6.3.5. Medicals, Health Monitoring and Health Surveillance	11
6.4. Support and Recovery	11
6.4.1. Prescribed Medications	12
6.4.2. Support Services	12
6.4.3. Employee Assistance Programme	13
6.5. Privacy of Personal Information	13
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	13
8. REVIEW CRITERIA	14
9. RECORD MANAGEMENT	14
10. REFERENCES	14

1. APPROVAL

Document Control

Document:	HSEQ-MP-127 – Mental Health and Wellbeing in the Workplace		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Amendment Record

Version	Date	Context	Summary of Amendments
1.0	Insert Date	To provide a procedure to manage, assist and support the mental health and wellbeing of personnel	Original

The latest revision of this procedure is on **Insert Your Company**'s intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Mental Health and Wellbeing in the Workplace	Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

Insert Your Company is a proactive employer regarding mental health and wellbeing and recognizes that it is particularly important that all personnel are mentally healthy, safe and valued at work. Accordingly, this procedure is to provide a methodology to manage, assist and support the mental health and wellbeing of personnel who undertake work on our behalf of Insert Your Company.

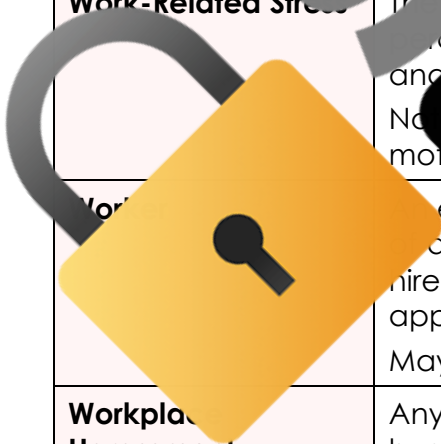
3. SCOPE

This procedure applies to all Insert Your Company workplaces and businesses as defined under the Work Health and Safety Act 2011. It is, where practicable, provide and maintain a working environment that is safe without risks to health, including risks to psychological health.

4. TERMS AND DEFINITIONS

Term	Definition
Anxiety (Disorder)	Generalized Anxiety Disorder is a group of mental disorders characterized by significant and excessive feelings of worry and fear.
Depression (Disorder)	A common and serious mental illness that negatively affects how a person feels, thinks and acts. It is characterized by a persistent feeling of sadness and loss of interest.
Discrimination	Treating someone differently or posing to treat someone unfavourably because of their personal characteristics.
Fatigue	Weakness that is primarily caused by prolonged wakefulness or insufficient and/or disturbed sleep.
Fitness for Work	Means that a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks completely and in a manner that does not compromise or threaten the wellbeing of themselves or others.
Hazard	Any matter or event which has the potential to cause injury, illness or incident.
Health Hazard	A broad term encompassing anything that may be harmful to a person's health.
Health Monitoring	Monitoring of a person to identify changes in the person's health status due to potential exposure to a workplace hazard.
Medication	A substance that is ingested for health-related purposes, either prescription or non-prescription.

Term	Definition
Mental Health (In the workplace)	A state of wellbeing in which an individual realises his or her own potential, can cope with the normal stresses of the workplace and can work productively.
Mental Ill-Health	Includes a mental illness or symptoms such as changes in emotion or behaviour not of sufficient severity to be diagnosed as a mental illness, which may resolve over time or when a person's situation changes, or if the illness persists or increases in severity, may develop into a mental illness.
Mental Illness	A set of symptoms that can be diagnosed and which significantly impact how a person thinks, feels, behaves and interacts with others.
Mentally Healthy Workplace	A workplace where: <ul style="list-style-type: none"> • Mental health is everyone's responsibility. • Systems, policies and procedures are in place to address mental health specifically and are embedded across the organisation. • Interventions are directed to employees or work group. • Continuous education and development is visible.
Psychological	Affected or arising from the mind, related to the mental and emotional aspects of a person.
Risk	The likelihood of a person or group being affected.
Wellbeing	A state of physical, mental and social wellbeing and not necessarily free of disease or infirmity.
Work-Related Stress	The physical, mental and emotional reactions of workers who perceive that their work demands exceed their abilities and resources to undertake their assigned work. Not all stress is bad. A certain level of stress or challenging work can be motivating for workers and can increase performance.
Worker	employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience. May also be referred to as 'personnel'.
Workplace Harassment	Any unwelcome behaviour that offends, threatens, humiliates, or intimidates a person.
Workplace Bullying	When a person or group of people repeatedly act unreasonably towards a person or a group of workers and/or the behaviour creates a risk to a person(s) health and safety.



SAMPLE

ORDER NOW AND GET FULL ACCESS

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: