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HEALTH, WELLBEING AND FIT FOR WORK POLICY

Policy No: **DCSB-HR-12.10**	Approved on: **17 December 2020**	Administered by: **Chief Executive Officer**
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Classification: **Human Resources**		

Strategic Plan link:
A Council that is actively responsive to community needs and delivers financially sustainable governance and leadership.

References and related Policies, Procedures and Forms:
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Local Government Act 1999
AS/NZS 4308 Procedures for specimen collection and the detection and quantitation of drugs in urine
National Heavy Vehicle Law
National Heavy Vehicle Regulations
Information Privacy Principles Instruction
Disability Inclusion and Access Plan
DCSB-HR-12.06 Drug and Alcohol Procedure
DCSB-HR-12.00 Performance Management Framework
DCSB HR.12.09 Performance and Development Policy
DCSB-HR-12.13 Recruitment and Selection Policy
DCSB-HR-PROC-12.09 Recruitment and Selection Guideline
DCSB-SM-18.00 – Risk Framework
DCSB-SM-18.01 – Risk Policy
DCSB-HR-12.02 Code of Conduct for Council Employees
DCSB-HS-PROC-12.02 Incident Reporting and Investigation Procedure
DCSB-HS-PROC-12.08 WHS Internal Audit Procedure

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1. Policy Objective

The District Council of Streaky Bay is dedicated to creating and maintaining a safe and healthy work environment for all employees, contractors, volunteers, and visitors.

We are committed to a workplace that promotes healthy ageing and diversity. A diversity of employees provides Council with a valuable range of opinions and experience valuable to the workplace.

Diverse work practices promote a healthier and respectful workplace where employee of all ages and backgrounds are treated fairly and with dignity. Council will meet the needs of its employees through positive policies, procedures and practices, and through training managers, supervisors and staff to build and support a diverse workplace.

Council will work to create a diverse workforce (including inter-generational) and one in which employees are provided the capability required for delivering services within the community in which it operates.

2. Scope

This policy applies to all employees, participants of non-employment relationship programs, trainees, apprentices, elected members, contractors, volunteers and visitors.

This policy will work with other Council policies such as the Recruitment and Selection Policy to effectively manage the recruitment, retention, health and wellbeing of Council's workforce.

3. Risk Management

Risk Management is an important obligation the District Council of Streaky Bay takes very seriously and pro-actively manages. This policy is provided to assist our people reduce risks associated with persons undertaking activities on our premises that may pose a risk to themselves and / or others.

4. Definitions

Alcohol and Drug Testing – testing may include presence, cause, blanket and / or random testing in accordance with the relevant Australian Standards

EAP – Employee Assistance Program

Fatigue – extreme tiredness resulting from mental or physical exertion or illness. Also subject to the definitions found in the National Heavy Vehicle Law and Regulations

NHVL – National Heavy Vehicle Law

The Council – District Council of Streaky Bay

Work Rostering – the number of hours / days an employee works in a particular period

5. Policy Statement

The Council supports the health and wellbeing of all persons subject to this policy through the implementation and monitoring of work health and safety strategies, programs, practices and services.

This policy places a duty of care on all persons to identify hazards and risks in the workplace, including physical and psychological hazards, and ensures they are supported through the implementation of defined strategies and programs.

In accordance with this recognition, the Council encourages behaviour and attitudes that support a healthy and safe workplace by:

- ensuring appropriate procedures are regularly reviewed that reduce exposure to physical and psychological risks and hazards;
- adopting effective employment practices which consider sensible work rostering, education / training programs, fatigue management, and alcohol and other drug testing;
- ensuring any unauthorised presence of alcohol or illicit drugs on any of Council's sites is prohibited (zero tolerance);
- evaluating and where appropriate, introducing recognised techniques for determining fitness for work;
- providing EAP Services to our employees;
- promoting the well-being of employees; and
- maintaining our commitment to the Annual Healthy Lifestyles Program.

It is the responsibility of all managers, leaders, employees, contractors and others within our workplaces to ensure they are fit to perform their duties without risk to the health and safety of themselves and / or others.

6. Strategies

Recruitment and Pre-employment Assessments

Advertisements will use language to promote Council as an age-friendly and diverse employer. Candidates will be evaluated according to values, behaviours, competencies, and their capacity to undertake the role for which they are applying. Council will respect the diversity of backgrounds, qualifications and candidates.

Candidates will be asked to undertake pre-employment assessment against the relevant position requirements to ensure they are able to safely perform the role for which they have applied. Council will look to make reasonable accommodations and provide additional support and assistive technology or equipment wherever possible to support a candidate's health or disability needs.

Wellbeing

Council will raise awareness of the potential physical and cognitive changes brought about by ageing and equip its workforce to recognise and effectively respond to the impact of such changes, thus supporting the continued health, safety and wellbeing of employees. Awareness may involve preventative education and training programs that are:

- responsive to the needs and capabilities of employees;
- appropriate and tailored health and wellbeing programs;
- changes to roles, responsibilities or work design; and / or
- assisting employees to take responsibility for managing their own fitness, health and wellbeing.

Flexible Age and Retirement Options

Council will aim to provide a range of flexible employment opportunities to allow for family commitments and ageing, especially for those in high risk and demanding occupations and those transitioning to retirement.

The implementation of succession planning will allow for mentoring and coaching opportunities to facilitate skills and knowledge transfer between employees, allowing participants to build on existing skills and acquire new knowledge in a supportive and collaborative working environment.

Healthy Ageing Packages

Council will support the provision of age-appropriate information and education including 'preparing for retirement' that incorporates financial and lifestyle planning, to assist employees to consider factors relevant to ageing throughout their working life and into retirement.

Fitness for Work

Council is committed to assisting employees to maintain their fitness to undertake the roles and responsibilities they have been employed to do. Council will look to make reasonable accommodations and provide additional support and assistive technology or equipment wherever possible to support an employee's health, personal or disability needs.

7. Roles and Responsibilities

Chief Executive Officer

Will take all practical steps to:

- exercise 'due diligence' to ensure compliance with the intent of this policy;
- establish awareness and accountability for the implementation of this policy;
- engage executive managers to ensure workers health, wellbeing and fitness for work;
- allocate appropriate resources, as far as reasonably practicable, to enable managers to proactively implement worker health, wellbeing and fitness for work strategies, programs and initiatives;
- ensure there are effective governance, consultation and communication systems in place;
- ensure supportive change management processes are in place; and
- ensure a culture of respect and supportive behaviour within Council as a whole.

Senior Executive Team

Will take all practical steps to:

- exercise 'due diligence' in ensuring compliance with the intent of this policy;
- actively implement and promote worker health, wellbeing and fit for work strategies, programs and initiatives to improve worker health, wellbeing and fitness for work across their respective areas of responsibility;
- proactively implement worker health, wellbeing and fit for work strategies, programs and guidance across the workplace;
- facilitate effective consultation and communication between management and workers where changes may impact to the health, wellbeing and fitness for work of people across their areas of responsibility;
- understand the impact of work and personal circumstances on individual health, wellbeing and fitness for work and act so as to minimise risks to worker health, wellbeing and fitness for work;
- ensure supervisors and team leaders are provided with the necessary information, direction, support and training in all matters relating to this policy; and
- ensure all workers are informed about and comply with relevant policies and procedures
- develop, promote and ensure implementation of strategies and programs to improve worker health, wellbeing and fitness for work;

- provide support and guidance with regard to the policy; and
- promote and actively participate in worker health, wellbeing and fitness for work strategies, programs and initiatives.

Supervisors / Team Leaders

Will take reasonable care to:

- exercise 'due diligence' to ensure compliance with the intent of this policy;
- actively implement and promote worker health, wellbeing and fitness for work strategies, programs and initiatives within their areas of responsibility;
- facilitate consultation and communication between management and workers where changes may impact on health, wellbeing and fitness for work across their areas of responsibility;
- understand the impact of work and personal circumstances on individual health, wellbeing and fitness for work;
- consider working hours, workloads, complexity of tasks and personal circumstances to ensure allocated work is realistic and manageable for direct reports; and
- treat all discussions with workers regarding their health, wellbeing and fitness for work as confidential and privileged information, as per the Information Privacy Principles Instruction.

Health and Safety Representatives

Will take reasonable care to:

- actively promote and communicate with workgroup members, providing information about worker health, wellbeing and fitness for work strategies and program initiatives;
- represent workers and communicate with management to help inform appropriate strategies and programs to support worker health, wellbeing and fitness for work;
- promote and communicate with workgroup members, providing information about worker health, wellbeing and fitness for work strategies, programs and initiatives; and
- complete relevant training to provide skills relevant to the promotion of positive health, wellbeing and fitness for work messages in the workplace and how to initiate relevant changes on behalf of the workgroup.

Employees (and others bound by the Scope of this Policy)

Will take reasonable care to:

- participate in health, wellbeing and fitness for work strategies and programs to improve their own health, wellbeing and fitness for work;
- actively manage their out of work activities to ensure their health, wellbeing and fitness for work;
- ensure they comply with all relevant policies and procedures.

8. Implementation and Monitoring

Implementation Principles

Council must develop, implement and review health, wellbeing and fitness for work strategies, programs and initiatives within a continuous improvement framework.

In accordance with the *Work Health and Safety Act 2012* (SA), its regulations and relevant codes of practice, this system aims to:

- develop strategies, programs and initiatives for worker health, wellbeing and fitness for work;
- support managers and leaders in the allocation of resources and the promotion of worker health, wellbeing and fitness for work strategies, programs and initiatives;

- monitor the effectiveness of worker health, wellbeing and fitness for work strategies, programs and initiatives through internal auditing and evaluations; and
- review internal audit and evaluation recommendations to maintain a continuous improvement methodology.

Reporting

This policy may be subject to Key Performance Indicator reporting as per the Performance Management Framework, Incident and hazard reporting systems and the Risk Management Framework.

All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be immediately reported to the regulator SafeWork SA in accordance with Section 38 of the *Work Health and Safety Act 2012* (SA).

For further guidance on how to report an incident or a notifiable incident, refer to *DSCB-HS-PROC-12.02 Incident Reporting and Investigation Procedure.*

Monitoring and Evaluation

The implementation of this policy will be monitored via the DSCB-HS-PROC-12.08 WHS Internal Audit Procedure against the following criteria:

- evidence of worker and management participation in worker health, wellbeing and fitness for work strategies, programs and initiatives included in worker induction and orientation packages;
- evidence of identification of job capacity requirements in pre-employment job packs where applicable;
- evidence of assessments being conducted when necessary for roles perceived to have a high physical and / or psychological demand or where a specific risk is identified;
- evidence that processes are in place for the management of workers with a non-work related disability or medical incapacity;
- evidence of on-going evaluation and review of health, wellbeing and fitness for work strategies, programs and initiatives through the use of audits, feedback tools and surveys etc;
- evidence of worker participation in health monitoring programs where relevant;
- evidence of the implementation of measures to prevent workplace fatigue;
- evidence of accessibility of workers to first aid provisions whilst at work and appropriate use (e.g. checking first aid records);
- evidence of worker participation in immunisation programs for relevant positions;

9. Records

Recording of all information relating to the induction will be maintained and kept by relevant departmental staff.

All records must be kept in accordance with Council's Records Management Guidelines, including the Elected Members Records Management Policy, and destroyed as per the current General Disposal Schedule.

10. Review and Evaluation

This policy will be evaluated and reviewed at least every 4 years as per Council's Governance Policy (currently under development).

11. Further Information

This policy will be available for inspection at Council's principal office as listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website at www.streakybay.sa.gov.au.

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12. Version Information

Document History:	Version No:	Issue Date	Description of Change
	1.0	15 Aug 2019	New Policy Document
	2.0	17 December 2020	Updated to include ageing and diversity considerations