



Murweh Shire Council

Health and Wellbeing Policy

Policy No:	WHS 1.10	Date adopted:	18 August 2022
Council Resolution Ref:	Folio 11321	Review Date:	June 2025
Responsible Officer:	John Wallace	Version No:	1

1. Purpose

Murweh Shire Council is committed to supporting our staff to build and maintain a workplace environment and culture that supports healthy lifestyle choices by our staff.

2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Health and wellbeing policies of Council (whether written or not).

3. Application

Knowledge and awareness of health, safety and wellbeing issues and healthy lifestyles and behaviors,

Implementing mental health initiatives,

Providing early intervention and support for employees with injury or illness, to optimise recovery and enable safe and sustainable return to work or stay at work,

Provide staff support through Employee Assistant Programs (EAP)

Facilitate staff active participation in a range of initiatives that support health and wellbeing,

Encourage staff to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical),

Promote a smoke free workplace environment and support Staff to quit smoking,

Promote worker social and emotional wellbeing through workplace practices and policies,

Provide access to information and resources that increase worker knowledge and awareness around key health areas, including the risk associated with alcohol consumption.

Staff are encouraged to

Understand this policy and seek clarification from management when required,

Consider this policy while completing work-related duties and at any time while representing Murweh Shire Council,

Support fellow staff in their awareness of this policy,

Support and contribute to providing a safe, healthy, and supportive environment for all staff.

Managers have responsibility to

Lead by example, demonstrating a visible commitment to health, safety and wellbeing in the workplace and delivering on our responsibilities,

Commit to continuous improvement in work health and safety (WHS) outcomes through the implementation of an Organisational framework

which involves all parties in preventing injuries and illness at the workplace by promoting a safe and healthy working environment,

Take action and comply with legal duties to ensure the health, safety and wellbeing of our staff and others,

Empower our workers with the necessary knowledge, skills, and abilities to fulfil health, safety, and wellbeing responsibilities,

Ensure relevant health, safety and wellbeing information, data, training, and feedback is readily available and that clear governance mechanisms are in place,

Embed a workplace culture that empowers the proactive identification of health, safety and wellbeing risks and management of such risks through elimination or mitigation strategies,

Incorporate health, safety and wellbeing and good work design into Organisational and operational planning and actions,

Continually improve and build the resilience of the safety management system through consultation, work practices, assurance activities and safety performance monitoring and review,

Consult with our staff and shared duty holders about matters relating to health and safety,

Actively participate in the proactive identification of hazards and risks associated with our own work and make decisions about ways to eliminate or minimise risks,

Constantly strive to minimise harm through the early reporting and response to workplace incidents, their effective and timely investigation, and the ongoing monitoring of risk controls,

Provide early intervention and support for staff with injury or illness, to optimise recovery and enable safe and sustainable return to work or stay at work.

Ensure all staff are made aware of this policy,

Actively support and contribute to the implementation of this policy, including its goals and objectives,

Manage the implementation and review of this policy

All staff receive a copy of this policy during the induction process,

This policy is easily accessible by all staff members, Contactors, and volunteers of the Murweh Shire Council,

Staff are informed when a particular activity aligns with this policy,

Staff are empowered to actively contribute and provide feedback to this policy,

Staff are notified of all changes to this policy will be reviewed every twelve (12) months from implementation.

The effectiveness of the policy will be assessed through feedback from staff and management; and a 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

4. Process

To assist in retaining your work / life balance, Council provides eligible Full-Time employees access to a 9 day fortnight rostered day off scheme.

Each year Council offers employees who choose to be vaccinated, the opportunity to receive a free flu vaccination.

Council offers voluntary annual skin and hearing checks to employees by a visiting medical professional.

Council offers all employees access to a free and confidential Employee Assistance Program (EAP) which is supported by professional counsellors. Counselling offered as part of the EAP is conducted by a third party provider and details of the employees who sought assistance are not shared with Council.

Council organised staff BBQs throughout the year to give you the opportunity to mingle with other employees from across our shire. Each year, a Christmas party is held which is open to you and your family where everyone can come together for a free night of festivities including dinner, drinks, music, dancing and games.

5. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

6. Audit and Review

This policy shall be reviewed every ***three years*** or as required by changes to process of legislation, relevant Standards and industry best practice.

7. References



www.helpguide.org/articles/work/mental-health-in-the-workplace.htm

<https://www.blackdoginstitute.org.au/resources-support/wellbeing/workplace-wellbeing/>

<https://www.healthyliving.com.au/>

VERSION CONTROL

Version No.	Date	Approved	Amendment
1	22/06/2022		

APPROVAL

Chief Executive Officer	Neil Polglase
Date:	Signature: