

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	7
6.2.1. Risk Factors	7
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 Symptoms	10
6.3.4. Employee Assistance to Stop Smoking	11
6.3.5. Medical Health Monitoring and Surveillance	11
6.4. Support and Recovery	11
6.4.1. Prescription Medications	12
6.4.2. Support Services	12
6.4.3. Employee Assistance Programme	13
6.5. Privacy and Personal Information	13
7. REFERENCES, FORMS AND DOCUMENTS	13
7.1. REFERENCES	14
7.2. FORMS AND DOCUMENTS	14
7.3. APPENDICES	14

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1. APPROVAL

Document Control			
Document:	HSEQ-MP-127 – Mental Health and Wellbeing in the Workplace		
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This procedure is reviewed to ensure its continuing relevance to the system and process it describes. A record of contextual additions or omissions is maintained.

Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To provide a proactive process to manage, assist and support the mental health and wellbeing of personnel.	Original

The latest version 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
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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 business activities as defined under the Work Health and Safety Act, to as far as is reasonably practicable, provide and maintain a working environment that is safe and sound and free from risks to health, including risks to psychological health.

4. TERMS AND DEFINITIONS

Term	Definition
Anxiety (Disorder)	Generalised disorder of mental health characterized by significant feelings of anxiety.
Depression (Disorder)	A common and serious mental illness that negatively affects how people think, feel, and act, as well as how they experience the world.
Discrimination	Treating or providing to treat someone unfavourably on the basis of a characteristic.
Fatigue	Weakness or tiredness primarily caused by prolonged wakefulness and/or disturbed sleep.
Fitness/Performance	Measures a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks competently 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 Monitoring	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.

