

Workplace Wellbeing Policy

It is the Policy of St Chads Communication Centre Trust to promote awareness of, and to prevent, workplace stress and fatigue as a potential hazard to the physical and emotional health of employees as well as to support Health and Safety outcomes of reducing risk from stress and fatigue to others. It is also the Policy to promote a culture of wellness recognising that factors outside of the workplace also impact on employee wellbeing. St Chads further wants to fulfil the obligations of a good employer and comply with the legal requirements of the Health and Safety at Work Act 2015.

We will do this by providing education to staff and providing guidelines related to Workplace Wellbeing.

This Policy is for the benefit of Staff.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson.

Guidelines:

1. St Chads will promote an awareness of the issues of workplace stress and fatigue. Staff will be educated in recognising the effects of stress and fatigue and the strategies to reduce them.
2. Management will consider the potential for stress and fatigue in designing position roles and responsibilities and monitor existing roles for excess stress and fatigue
3. St Chads will put in place clear guidelines that aim to identify, reduce and manage unhealthy work-related stress and fatigue. St Chads management will have a clear process for considering and responding to employee complaints and concerns relating to work place stress including ensuring the employee can be released for regular holidays
4. St Chads staff will be made aware of the need to take responsibility for their own stress and fatigue levels including taking break times, regular holidays, effective time management, effective and efficient planning as well as reporting to management any unhealthy levels of workplace stress and/or fatigue. This includes stress and fatigue from outside of the workplace that may impact on their role
5. St Chads management will ensure that an employee who takes sick leave due to stress or fatigue is appropriately supported on return to work
6. An employee must advise management if their experience of stress or fatigue is a risk to Health and Safety. St Chads management can require an employee take leave should management reasonably believe that stress or fatigue is likely to create an unacceptable risk to themselves or others

This policy should be read in conjunction with:

- Health and Safety Hazard Identification and Control schedule
- Health and Safety Policy
- Individual Employment Agreement
- Staff Handbook
- Health and Safety at Work Act 2015
- Individual Employment Agreement

The provisions of this Policy supersede and replace all previous Workplace Stress policies, procedures and guidelines.

Date ratified: Sept 2005	Date reviewed: October 2020	Next review: October 2022
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