

# **WORKPLACE HEALTH & WELLBEING POLICY**

## **PURPOSE**

Devon Meadows Primary School;

- is committed to providing staff with a safe, productive and supportive environment in which to work
- aims to maintain a high level of staff morale and to provide a network of support which will promote the best conditions for each person's health and wellbeing, both physically and mentally.

Staff at Devon Meadows Primary School believe all staff should make a conscious effort to provide a network of support which will promote the best conditions for each person's wellbeing.

The Workplace Health and Wellbeing Policy is designed:

- To provide a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
- To provide an effective communication network, ensuring goals and issues are relevant, understood and accepted.
- To provide job satisfaction.
- To provide a comfortable working environment for the staff.
- To provide a supportive administrative framework, consistent with Government policy and school goals.

## **GUIDELINES**

Everyone in the Devon Meadows Primary School workplace has a responsibility to maintain a healthy workplace.

Ways in which school and staff can contribute to maintaining this policy are as follows;

- Team Get-togethers ~ on a regular basis each team within the school (Junior/Middle/Senior/STES) will host a social event or team-building activity (eg; morning tea, lunch, after school drinks).
- Staff will be given recognition and thanks for extra deeds of support each week through the use of the THANK YOU BOARD in the staffroom.
- Funds will be made available for the purchase of flowers, chocolates or other appropriate gifts to individual staff members in the event of a wedding, serious illness/injury, bereavement in the family.
- Promote awareness of key health issues through display of posters and health information on the OH&S noticeboard. Also included on the noticeboard are contacts for support both internally in the workplace and externally, for both professional and personal needs.
- To disseminate information as widely as possible by the use of the staffroom whiteboard forward planner, emails, personal contact, daily communication memo, staff meetings, area meetings, administrative meetings and management meetings.
- Recognize that accommodation limitations place demands on the staffroom, and therefore needs of staff will be given first priority, where possible.
- 2 staff members (male & female if possible), will be elected by the staff, annually, to provide extra support to individual staff members, if required.
- A Health and Safety Representative (HSR) will be appointed every two years and will be encouraged to undertake the appropriate OH&S professional development.

## COMMUNICATION

- All workers will receive a copy of the Workplace Health and Wellbeing Policy during the induction process.
- All policies are easily accessible by all members of the school (available on server and in “hard copy” form in the principal’s and assistant principal’s offices.

## EVALUATION

- The effectiveness of the program will be ascertained by comments from staff.
- The staff morale will be noted each year from the results of the annual teacher survey as required by D.E.E.C.D.
- Workers will be provided the opportunity to give feedback, within teams and/or Principal Consultative Committee (PCC)
- Continuous monitoring by the principal, assistant-principal, Health and Safety Representative and Staff Welfare Representatives and through discussion at management level will help to maintain staff health, wellbeing and morale.
- This policy will be reviewed six months from implementation and annually thereafter.



COUNCIL APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_