



# Work Health and Wellbeing- Council Policy

<b>Effective Date</b>	17 August 2016 - Ordinary Meeting of Council
<b>Policy Owner</b>	Chief Human Resources Officer
<b>Link to Corporate Plan</b>	ST1: Effective and Inclusive Governance
<b>Review Date</b>	July 2020
<b>Related Legislation</b>	<i>Work Health &amp; Safety Act 2011</i> <i>Work Health &amp; Safety Regulation 2011</i> <i>Mining and Quarrying Safety &amp; Health Act 1999</i> <i>Mining and Quarrying Safety &amp; Health Regulation 2001</i> <i>Workers' Compensation and Rehabilitation Act 2003</i> <i>Workers' Compensation and Rehabilitation Regulation 2014</i> <i>Managing the work environment and facilities Code of Practice 2011</i> <i>Work Health &amp; Safety Consultation, Co-operation and Co-ordination Code of Practice 2011</i>
<b>Related Documents</b>	Work Health & Safety Policy Workplace Health & Safety Queensland Safety Leadership Program 12 Month Health & Wellbeing Plan

Policy Version	Approval Date	Adopted/Approved
1	18/06/2013	Approved by Executive
2	17/08/2016	Ordinary Meeting of Council

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## 1. PURPOSE

The Western Downs Regional Council (Council) will ensure that all work practices, the work environment and the workplace culture will value, enhance and protect the health and wellbeing of all employees.

## 2. SCOPE

This Work Health and Wellbeing Policy outlines how Council will support the health and wellbeing of all employees. The policy is applicable to all Council employees and aligns with other relevant health and safety policies and guidelines.

## 3. POLICY

### 3.1 Goals and Objectives

This Work Health and Wellbeing Policy provides the foundation for developing activities and modifying work environments, policies and practices that support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community, as well as:

- reduced workplace injuries and incidents;
- reduced sick leave taken and absenteeism;
- reduced long-term health problems;
- reduced worker turnover;
- increased ability to attract and retain new employees;
- increased productivity;
- increased concentration, energy levels and mental alertness; and
- increased morale, job satisfaction and motivation.

Council will enhance workplace health and wellbeing by:

- establishing and supporting a Workplace Health and Wellbeing Steering Group
- creating and supporting a workplace health and wellbeing program
- consulting with employees to ensure workplace health and wellbeing strategies meet the needs of the workforce
- supporting employee participation in health and wellbeing activities (including allowing activities to be held on work premises during and/or outside of work hours)
- supporting employees to adopt and maintain healthy behaviours and decrease unhealthy behaviours.

### 3.2 Responsibilities

#### Executive Team

The Executive Team will support the enhancement of the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of employee health and wellbeing and employees have the opportunity to participate in health and wellbeing activities.

The Executive Team will participate in and encourage employee participation in the health and wellbeing program and support and contribute ideas, opinions and expertise to the work of the health and wellbeing working group.

#### Human Resources Department

The Human Resources Department will support the enhancement of the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of worker health and wellbeing, and employees have the opportunity to participate in health and wellbeing activities.

The Human Resources Department will review, revise or develop policies that ensure consistency with this policy and support for workplace health and wellbeing, in consultation with the health and wellbeing working group and Rehabilitation and Wellness Officer.

#### Workplace Health and Wellbeing Working Group

The Workplace Health and Wellbeing Working Group will enhance workplace health and wellbeing by assessing needs, collaboratively developing, implementing and evaluating health and wellbeing initiatives, and facilitating long term cooperation and commitment to workplace health and wellbeing.

#### Employees



Council employees will work within any procedures and policies implemented to address workplace health and wellbeing, contribute ideas, opinions and expertise to the Workplace Health and Wellbeing Working Group and Rehabilitation and Wellness Officer and participate in relevant initiatives.

### 3.3 Health & Wellbeing Activities

Health and wellbeing activities that contribute to the achievement of this policy's aims and objectives will be outlined within the collaboratively developed health and wellbeing plan. The health and wellbeing plan identifies specific health and wellbeing initiatives and their management.

