

Staff health and wellbeing policy - sample

Purpose

As a health promoting service, we will promote the health and wellbeing of all staff through learning, policies, creating a safe and healthy physical and social environment, and developing community links and partnerships.

This policy confirms our commitment to:

- providing our staff with a safe, healthy and supportive environment in which to work
- recognising that the health and wellbeing of our staff is important, and that it not only benefits the individual, but also children, families and the wider community
- providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

Policy statement

Background

A focus on the health and wellbeing of staff can help to improve their physical and mental health, concentration and productivity, and reduce absenteeism and staff turnover.¹ Research has shown that healthy, engaged employees are nearly three times more productive than employees with poor health.²

Whole service engagement

It is recognised that every member of the service impacts on the health of others and can contribute to creating an environment that promotes health and wellbeing. All staff, contractors, visiting students and volunteers will be supported to meet this policy.

Responsibilities

Management has a responsibility to:

- ensure all staff are accepted and valued as individuals and professionals
- ensure effective health and wellbeing communication channels are in place
- enable and cultivate a workplace culture that promotes connectedness, is inclusive and provides support

¹ Australian Government, Department of Health 2013 <http://www.healthyworkers.gov.au/internet/hwi/publishing.nsf/Content/why>

² Medibank Private 2005 The health of Australia's workforce <http://www.medibank.com.au>

- recognise staff for the work they do and provide relevant and regular feedback
- provide professional development and resources as required, to support staff to enhance knowledge of their own health
- ensure that the staff /volunteers/ visiting students are aware of the policy at induction and have the opportunity to provide feedback
- monitor the implementation of this policy
- ensure the policy is available to all staff and easy to access
- ensure that all staff are encouraged to contribute at review
- discuss any changes to the policy.

Staff are encouraged to:

- read, fully understand and action the staff health and wellbeing policy in their work roles
- support the policy to ensure the workplace culture is supportive and positive for staff health and wellbeing
- be respectful of each other
- comply with the policy at all times while completing work related duties
- inform management if they believe the policy is not being followed.

Procedures

Our workplace will:

- provide a healthy physical and social environment and promote awareness of key health issues for staff that supports
 - healthy eating and oral health
 - physical activity
 - tobacco control/ smoke free environment
 - safe environments
 - mental health and wellbeing
 - sun protection.
- encourage staff to provide input into health and wellbeing initiatives within and outside the service
- engage health professionals, services and organisations who can support promotion of staff health and wellbeing.

Relevant legislation and policies

- [National Quality Framework, Standard 7.1](#) Effective leadership promotes a positive culture and builds a professional learning community
- Occupational Health and Safety policy
- [DEECD Principles for Health and Wellbeing](#)

(Insert any related service policies)

Monitoring and review

The *Staff Health and Wellbeing Policy* will be monitored by educators, staff, families, management and the health and wellbeing team. It will be reviewed at least once every 3 years as part of a policy review schedule.

Related documents

- [Healthy Together Achievement Program for workplaces](#)
- [Heart Foundation: Workplace Wellness](#)
- [Healthy Workers Initiative](#)

Endorsed by: _____ **Date:** _____

Next review date: _____

Sample