

**Title: Health and Wellbeing Policy**

**Type:** Organisational  
**File No:** 25/07/17

**Date Adopted:** 17 July 2012  
**Next Review Date:** July 2014

**Revision History:**

Date	Action	Who
June 2012	Draft	Risk and Improvement Coordinator
June	Consultation	HR Coordinator and Risk and Improvement Coordinator
June	Consultation and Review	All Employees
17 July 2012	Adoption and Approval	CEO

**1. Purpose**

To create a workplace environment where the health and wellbeing of employees is highly valued. Murrindindi Shire Council is committed to providing a working environment that encourages and supports employees to maintain or adopt healthy lifestyles.

**2. Rationale**

The workplace has a significant impact on people’s health and wellbeing. Poor management of workplace health can lead to work related illness and to high levels of sickness absence. This gives real cause for concern because of the costs involved, the impact on delivery of service and the consequences for individual staff. Sickness absence is a key business issue and is the key indicator of how a business is managed.

In addition employees’ health and wellbeing outside the workplace can impact on their work capacity. If an employer can facilitate and educate individuals to manage their own health, this can also improve workplace health and their productivity.

**3. Scope**

All employees will be covered by this policy. In addition some incentives’ and programs will be made available to contracted employees’.

**4. Policy**

- 4.1 Raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activities and healthy eating.
- 4.2 Promote a positive and equitable workplace environment where mental health and wellbeing is supported.
- 4.3 Promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace via various media, such as Occupational Health and Safety Representatives, the organisation notice board, intranet, email, staff meetings, and induction.
- 4.4 To educate employees about issues relating to health and wellbeing. This encompasses such matters as smoking, alcohol and drugs, physical activity, nutrition, heat & sun safety, work-life balance, men’s and women’s health, mental health and stress.

Murrindindi Shire Council will achieve its objectives by:

- Hosting 'Work Safe Health Checks' on an annual basis to all employees
- Providing access to annual influenza immunisation
- Organising physical activity challenges, such as Pedometer Challenge
- Hosting healthy eating education sessions and developing information sheets
- Promoting the Quit Line service to all employees
- Providing all employees with information on how to support and maintain positive mental health in the workplace.
- Encouraging employees to participate in exercise by promoting health programs
- Providing Employee Assistance to staff requiring access to counselling as required.
- Providing ongoing health education to employees via promotional material

**5. Supporting Documents**

The Council Plan  
WorkHealth WorkSafe Healthy Workplace Kit  
Health and Wellbeing Grant  
Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2007

**6. Related Policies**

Risk and Safety Policy  
Ultraviolet Radiation Protection Policy  
Smoke Free Workplace Policy  
Recreation and Leisure Policy  
Consumption of Drugs and Alcohol Policy

**7. Governance**

This policy will be monitored by the General Manager of Corporate and Community Services.

**8. Portfolio and/or Riding Councillor Input**

N/A

**9. Responsible Officer**

Risk and Improvement Coordinator.

**10. Human Rights Charter**

This policy does not contravene the Victorian Charter of Human Rights and Responsibilities.