

POLICY:-	
Policy Title:	Health & Wellbeing Policy
File reference:	
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	01 July 2014
Resolution Number:	
Current Policy adopted by Council:	
Resolution Number:	
Next Policy Review Date:	2016

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Co-ordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Co-ordinator
Responsibility for review of Policy:	Human Resources Co-ordinator

GOALS:

- (i) To build and maintain a workplace environment and culture that supports healthy lifestyle choices.
- (ii) To increase worker knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
- (iii) To facilitate workers active participation in a range of initiatives that support health and wellbeing.

OBJECTIVES:

The objectives of the Workplace Health and Wellbeing Programs is to provide all Council employees an opportunity to apply for leave that will benefit council in the medium to long term; to show the benefits of the program as follow;

- (i) To encourage workers to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical).
- (ii) To provide healthy eating choices in the workplace through addressing healthy physical settings, such as food storage and preparation; food access and supply; and education.
- (iii) To promote a smoke free workplace environment and support workers to quit smoking.
- (iv) To promote worker social and emotional wellbeing through workplace practices and policies.
- (v) To increase worker knowledge and awareness around key health topics, including the risks of alcohol consumption.
- (vi) To promote health and wellbeing programs in council. The new clause allows council, at their discretion, to grant employees up to two days paid leave per calendar year to participate in a health and/or wellbeing activity. Such leave will be debited from employees' accumulated sick leave balance and there are restrictions on when the leave may be accessed. It is anticipated that the leave will be used for proactive preventative health measures, such as to allow employees to attend an annual medical/health check, dental visit and/or skin cancer check.

AWARD STATEMENT:

- (i) The parties to the Award recognize that workplace health and wellbeing programs can lead to positive outcomes such as improved employee work performance and productivity, improved employee recruitment and retention, reduced absenteeism, and other benefits.

- (ii) Employers are encouraged to develop workplace health and/or wellbeing programs that are suited to the needs and resources of the employer.
- (iii) An employee may, with the consent of the employer, take up to two (2) days paid leave per calendar year from their accrued sick leave balance to participate in a health and/or wellbeing activity, subject to the following:
 - (a) the granting of paid leave under this clause is at the discretion of the employer; and
 - (b) the taking of paid leave under this clause must not result in the employee having an accumulated sick leave balance of less than three (3) weeks; and
 - (c) The employer may require proof of participation in the health and/or wellbeing activity to justify payment under this clause.

SCOPE:

This policy applies to all employees of Upper Lachlan Shire Council.

RESPONSIBILITY:

Employees are encouraged to:

- (i) understand this policy and seek clarification from management where required;
- (ii) consider this policy while completing work-related duties and at any time while representing the Upper Lachlan Shire Council
- (iii) support fellow workers in their awareness of this policy; and
- (iv) support and contribute to the Upper Lachlan Shire Council's aim of providing a safe, healthy and supportive environment for all workers.

Managers have a responsibility to:

- (i) ensure that all workers are made aware of this policy;
- (ii) actively support and contribute to the implementation of this policy, including its goals and objectives;
- (iii) and manage the implementation and review of this policy.

COMMUNICATION:

Upper Lachlan Shire Council will ensure that:

- (i) all workers receive a copy of this policy during the induction process;
- (ii) this policy is easily accessible by all members of the organisation;
- (iii) workers are informed when a particular activity aligns with this policy;
- (iv) workers are empowered to actively contribute and provide feedback to this policy; and
- (v) workers are notified of all changes to this policy.

PROCEDURE:

Council will allow staff to attend the following:

- (i) All employees to undertake flu injections in council time supplied by council, those staff that has injections in their own time by a physician of their choice must provide a medical certificate.
- (ii) Skin Cancer checks at a registered medical facility
- (iii) Attend mental health programs provided by council
- (iv) Attend mens health checks
- (v) Attend women's health checks
- (vi) Health and Wellbeing seminars provided by specialist

MONITORING & REVIEWING:

Upper Lachlan Shire Council will review this policy in twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- (i) feedback from employees, the Work Health & Safety Committee, and management; and
- (ii) review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth)
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009; and
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award
- Local Government (General) Regulations 2005;
- Loss of Drivers License
- Mobile Phone Policy
- NSW Long Service Leave Act
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;

- Trustees Act 1925;
- Workers Compensation Act 1987
- Work Health & Safety Policy
- Work Health & Safety Regulations 2011

Variation:

Council reserves the right to vary or revoke this policy.

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