

G.23 Staff Wellness

1.0 INTRODUCTION/BACKGROUND

In recent years addressing preventable illness and disability has become an integral part of health services. Australia's National Health Priority Areas are:

- cardiovascular health (since 1996)
- cancer control (since 1996)
- injury prevention and control (since 1996)
- mental health (since 1996)
- diabetes mellitus (since 1997)
- asthma (since 1999)
- arthritis and musculoskeletal conditions (since 2002)
- obesity (since 2008)

Given the amount of time people spend at work and the role of positive role models, the workplace has been recognised as a priority setting for health promotion by the World Health Organisation and Australian governments (HAPIA 2010:4).

HAPIA (2010:7) state that "Comprehensive workplace health interventions, incorporating individual approaches and changes to workplace culture and structure, have been shown to have the most impact...In a recent large meta-evaluation, workplace health programs resulted in an average 25.3% decrease in sick leave absenteeism, 40.7% decrease in workers compensation costs, 24.2% decrease in disability management costs ..."

HAPIA (2010:6) notes "the benefits of providing workplace health programs include (but not limited to):

- Improved productivity
- Increased creativity and innovation
- Improved employee engagement
- Improved staff morale
- Reduced sickness-related absenteeism
- Reduced presenteeism (health-related work impairment)
- Increased attraction and retention of staff
- Reduced workplace injury and workers compensation costs
- Improved employee relations
- Improved corporate image
- Managing an ageing workforce"

2.0 SCOPE

The purpose of this policy is to facilitate positive health among Mercy Services staff.

3.0 POLICY STATEMENT

Mercy Services is will give employees the encouragement and opportunity to enhance their personal health and wellness to the extent that resources allow.

4.0 PROCEDURES

4.1 Preventing infectious disease

In line with the G.08 Infection Control Policy Mercy Services will provide free vaccinations to staff against: influenza; ADT (Diphtheria, Tetanus); and Hepatitis (A & B).

4.2 Encouraging physical exercise

Mercy Services will allow its available facilities to be used free of charge by staff for the purposes of exercise classes.

Mercy Services will allow staff to start work early or finish late so they can have a longer break during the day for exercise or socialising.

Mercy Services will facilitate corporate access to gymnasium facilities/programs if there is sufficient staff interest.

4.3 Encouraging good nutrition

Catering for Mercy Services hosted staff activities will include healthy food options.

4.4 Reducing the impacts of smoking

Smoking is not permitted in Mercy Services Centres or near their doors and windows; in Mercy Services vehicles; in other vehicles when Mercy Services clients are being transported or in a client's home while Mercy Services staff are present.

4.5 Stress management

Mercy Services will provide free counselling to Mercy Services staff via the Employee Assistance Program (see: G.12 Stress Management Policy)

To prevent burnout and encourage a balanced lifestyle, Mercy Services management will ensure that no employee has excessive unused annual leave, accrued days off and time-in-lieu.

4.6 Information and education

Health promotion information will be disseminated to Mercy Services staff via posters and the Mercy Matters newsletter.

4.7 Compliance

Compliance with this policy is being measured by:

- a) Vaccinations offered to staff annually
- b) No Mercy Services staff have more than 24 hour accrued hours leave (except programs with a long forced shutdown) and no more than ten weeks annual leave

4.8 Evaluation

The performance indicators for the evaluation of this policy are:

- a) At least 90% of Mercy Services staff giving a positive rating on how well Mercy Services is committed to safety;

5.0 REFERENCES

1. Current issues	a) None identified
2. Australian Standards	a) None identified
3. Legislation	a) Work Health and Safety Act 2011 (NSW) b) Work Health and Safety Regulations 2011 (NSW)
4. Professional guidelines	a) None identified
5. Codes of Practice	a) None identified
6. Codes of Ethics	a) Australian Association of Social Workers Code of Ethics http://www.aasw.asn.au/document/item/1201 b) Australian Psychological Association Code of Ethics http://www.psychology.org.au/Assets/Files/Code_Ethics_2007.pdf c) The Nursing and Midwifery Board of Australia. Registration Requirements http://www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx d) Integrity in the Service of the Church https://www.catholic.org.au/media-centre/media-releases/cat_view/10-organisations/38-national-committee-for-professional-standards e) Mercy Services Code of Conduct
7. Evidence	a) Health and Productivity Institute of Australia (2010) Best-Practice Guidelines Workplace Health in Australia
8. Mercy Services Values	a) Justice, Respect, Care, Unity, Service

6.0 OTHER RELATED POLICIES AND PROCEDURES

- A.01 Mission and Philosophy
- A.03 Code of Conduct (staff and volunteers)
- F.01 Employment Conditions
- G.01WHS Policy
- G.03 WHS Consultation Policy & Procedure
- G.04 WHS Training Policy & Procedure
- G.05 Risk Management Policy & Procedure
- G.06 Safe Home Visiting Policy & Procedure
- G.07 Anti Aggression & Bullying Policy and Procedure
- G.08 Infection Control Policy & Procedure
- G.09 Manual Handling Policy and Procedure
- G.10 Hazardous Substances Policy & Procedure
- G.11 Security at Mercy Services Centres Policy & Procedure
- G.12 Stress Management Policy & Procedure
- G.13 Post Traumatic Incident Policy & Procedure
- G.15 First Aid Policy & Procedure
- G.17 Incident Investigation Policy & Procedure
- G.19 Offices and Buildings WHS Management Policy & Procedure
- G.22 Personal Protective Equipment Policy & Procedure

7.0 RELATIONSHIP WITH STANDARDS

<i>Aged Care Accreditation Standards</i>	<i>Home Care Standards</i>	<i>Disability Standards</i>	<i>EQulP Standards</i>
1.1, 1.2, 1.3, 1.6, 1.8, 2.1, 2.2, 2.3, 4.1, 4.2, 4.3, 4.5	1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 6.1, 6.2, 6.3, 6.4	1.1.2, 1.1.3, 1.1.7, 1.6.1, 1.6.2, 1.6.3

8.0 DOCUMENT CHANGES RECORD

<i>Dates of change</i>	<i>Section altered</i>	<i>Natures of changes made</i>
21/07/2010	All sections	Policy created
28/03/2011	7.0 Relationship to Standards	Updated Community Care Common Standards and EQulP5 Standards
06/02/2012	a) All sections b) 4.7 Compliance c) 4.8 Evaluation d) 5.0 References	a) Updated with how new WHS laws and Codes of Practice apply at Mercy Services b) New section c) New section d) Updated with new WHS laws and Codes of Practice
27/11/2012	All Sections	Organisation name updated
13/08/2014	a) 5.0 References b) 7.0 Relationship to Standards	a) Updated Codes of Ethics b) Added Aged Care Accreditation Standards and updated Disability Standards
Review due 13/08/2017		