# Workplace Mental Health

**POLICY NUMBER: NDIS WHS 9**

## INTENT

Real Living Options Association Inc. acknowledges that the working environment can often present hazards that may impact on the mental health of employees. The Organisation is committed to helping to support the overall mental wellbeing of its employees and ensuring that the risk of psychological injuries in the workplace is eliminated as far as practicable, and effectively and pro-actively managed through a risk management approach.

## DEFINITION

***Mental Health:*** a person's condition with regard to their psychological and emotional well-being

***Psychological:*** affecting, or arising in the mind; related to the mental and emotional state of a person

## POLICY STATEMENTS

- Real Living Options Association Inc. recognises that individuals respond to hazards in different ways and that individual differences such as age, existing disabilities, injuries or illnesses as well as life experiences may make some employees more susceptible to harm from exposure to the same hazard. It is also recognised that there may be more than one aspect of the working environment or workplace that contributes to the mental health of employees and the risk of psychological injuries.

- Real Living Options Association Inc. recognises that the management of work-related mental health issues and the psychological health and safety of employees starts with a clear and open commitment from the Organisation. However, the overall success of any risk management strategies is also dependent upon employees understanding their responsibilities in relation to helping to minimise the risks to their own mental health and the mental well-being of others at work.

## PROCEDURES

- Real Living Options Association Inc. recognises that the management or work-related mental health issues and the psychological health and safety of employees starts with a clear and open commitment from the Organisation.
- The Organisation will ensure as far as practicable that:
    - any work-related factor that may impact on the mental health of employees is identified, recognized, assessed and controlled.
    - the work expectations of employees are clearly identifiable through job descriptions and relevant policies and procedures.
    - all employees are provided with an appropriate induction that includes information related to the organisation's commitment to the mental health of employees and the employees responsibilities related to helping to ensure a healthy and safe workplace.
    - all employees have sufficient training, tools and equipment to perform their duties safely.

- all managers and supervisors are provided with sufficient training in the identification, prevention and management of mental health risks and good management practices.
- all managers and supervisors understand the procedures and processes in place, including those relating to the taking of reasonable management of mental health risks and psychological injuries to employees.
- there is adequate and appropriate supervision of employees and that there is a mechanism for consultation between management, supervisors and employees in relation to mental health risks in the workplace.
- employees have the opportunity to report any work-related hazard to their own mental health or the mental wellbeing of others at work as soon as it becomes evident by approaching another employee who they feel most comfortable talking with.
- any reports or information related to potential work-related mental health issues are responded to in a timely manner.
- investigations in relation to work-related mental health issues will be completed in a timely manner, and (if substantiated) appropriate action will be taken to prevent re-occurrence.
- it is able to offer a safe and effective return to work to any worker who may be returning to work following mental health issues.
- regular monitoring and review of the effectiveness of measures are in place to eliminate or reduce mental health hazards and the risk of employees sustaining a psychological injury.

## DELEGATIONS

### The Management Committee

- Ensure as far as practicable that all managers and supervisors are provided with sufficient training in the identification, prevention and management of mental health risks and good management practices.

### Service Manager

- Ensure as far as practicable that all employees are provided with an appropriate induction that includes information related to the organisation's commitment to the mental health of employees and the employees responsibilities related to helping to ensure a healthy and safe workplace.
- Understand their role at work and ensure the duties being performed are within the scope of their skills, knowledge and experience.

### Support Manager

- Ensure as far as practicable that all employees are provided with an appropriate induction that includes information related to the organisation's commitment to the mental health of employees and the employees responsibilities related to helping to ensure a healthy and safe workplace.
- Understand their role at work and ensure the duties being performed are within the scope of their skills, knowledge and experience.

### All Employees

- Have an understanding of the Organisation's commitment to the overall mental health of employees and the policies and procedures developed to help identify, assess and control risks to mental health in the workplace.
- Understand their role at work and ensure the duties being performed are within the scope of their skills, knowledge and experience.
- Comply with all systems of work and procedures that are designed to help ensure their health and safety and the health and safety of others at work, including those specifically designed to eliminate or minimise mental health risks.
- Report any work-related hazard to their own mental health or the mental wellbeing of others at work as soon as it becomes evident, including any incidence of bullying or harassment affecting themselves or another worker.

## RELATED DOCUMENTATION

Health and Safety Manual for Employees
Health and Safety Manual for Managers and Supervisors
Policy NDIS STAFF 10 Workplace Bullying

## REFERENCES

Work Health and Safety Act 2011 (Qld)
Work Health & Safety Regulation 2011 (Qld)

## AMENDMENTS/REVIEWS