

STAFF HEALTH AND WELLBEING POLICY

Best Practice– Quality Area 7

PURPOSE

This policy will provide guidelines and procedures to:

- provide the Eureka Community Kindergarten Association Inc. (ECKA) staff with a safe, healthy and supportive environment in which to work
- recognize that the health and wellbeing of ECKA staff is important and that it not only benefits the individual, but also the children, families and the wider community
- raise awareness within the workplace about issues that impact on health and wellbeing
- provide and promote a supportive workplace culture where healthy lifestyle choices are valued, encouraged and supported
- promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace
- educate employees about issues relating to health and wellbeing.

POLICY STATEMENT

1. VALUES

The Eureka Community Kindergarten Association Inc. (ECKA) strives to create a workplace environment where the health and wellbeing of employees is highly valued. Our workplace environment encourages and supports employees to maintain or adopt healthy lifestyles.

The Eureka Community Kindergarten Association Inc. is committed to:

- Providing a healthy physical and social environment and promote awareness of key health issues for staff that supports
 - healthy eating and oral health
 - Physical activity
 - Smoke free environment
 - Safe environments
 - Mental health and wellbeing
 - Sun protection
- Encouraging staff to provide input into health and wellbeing initiatives with-in and outside of the service
- Engaging health professionals, services and organisations who can support promotion of staff health and well being

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and students on placement attending the programs and activities of Eureka Community Kindergarten Association Inc.

3. BACKGROUND AND LEGISLATION

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. Research has shown that healthy, engaged employees are nearly three times more productive than employees in poor health.

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.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 7*
 - 7.1 Effective leadership promotes a positive culture and builds a professional learning community
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *DET Principles for Health and Wellbeing*

DEFINITIONS

For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

4. SOURCES AND RELATED POLICIES

Sources

- Achievement program for Workplaces Victorian Government
- Worksafe Victoria: Healthy workplace kit
- Australian Government Department of Health
- Heart Foundation: Workplace wellness
- Health Workers Initiative

Service policies

- Occupation Health and Safety Policy
- Code of Conduct Policy
- Staffing Policy
- Oral Health Policy
- Sun Protection Policy

PROCEDURES

The Approved Provider is responsible for:

- Ensuring 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
- Recognize 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 the policy
- Ensure the policy is available to all staff and easy to access
- Ensure all staff are encouraged to contribute at review
- Discuss any changes to the policy

ECKA staff are responsible for:

- 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 the Approved Provider if they believe the policy is not being followed

Students on placement are responsible for:

- being familiar with this policy

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to staff health and wellbeing issues.
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify staff at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

Nil

AUTHORISATION

This policy was adopted by the Eureka Community Kindergarten Association Inc. on 1/12/15

Last Reviewed: 25/10/17

REVIEW DATE: 25/10/19