



Mary MacKillop College
Kensington

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Health & Wellbeing Policy

Be a
MacKillop
girl...

know more • do more • be more

Introduction

It is the policy of Mary MacKillop College to work collaboratively in the management of stress. Stress is difficult to define as people may perceive the same situation differently; also people react differently to stressors. Stress can be defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them.” Workplace stress will be managed sensitively and confidentiality will be maintained at all times.

The College recognises that mutually agreed strategies are necessary to minimise stress related illness amongst staff and the successful implementation of such strategies relies on individual commitment, participation and appropriate intervention.

Role and Responsibilities

It is the responsibility of the Principal to ensure that:

- any potential stress issues are identified and managed with the appropriate support
- supportive leadership is provided
- a clear vision is communicated
- performance processes are managed
- employees are made aware of employee assistance programmes – ACCESS-OCAR.

Employees have a duty to minimise, so far as reasonably practicable, workplace stress by:

- taking responsibility for their own health, safety and welfare
- reporting early concerns or issues they might have to the appropriate person(s) so that action to resolve any problems can be taken promptly
- attending training as provided
- being conversant with policies and procedures which impact on their health and wellbeing and that of others;
- negotiating reasonable adjustments to working practices if these will assist in meeting changed circumstances
- seeking professional assistance through ACCESS-OCAR if required
- participating in the hazard identification process (for example, surveys).

Causes

Some potential causes of stress may be:

Workload	Excessive, repetitive
Role	Lack of control over work activities, not being valued, unclear conflicting demands
Relationships	Bullying, harassment, co-workers, communities, students
Work Culture	Lack of feedback, inflexible working hours
Trauma	Family, school
Change	Career change, new employees, new students, new Principal, new systems, disciplinary action, re-organisation
Personal Life	Separation or loss, bereavement, redundancy, re-location, accident, incident
Management	Lack of communication, lack of support for personal development

Stress can cause changes in employee behaviour. Some indicators may include:

- irritability
- deteriorating relationships with colleagues
- indecisiveness
- absenteeism
- reduced performance
- headaches
- becoming forgetful
- tasks not being completed
- sudden weight gain or loss.

Strategies to control the risk

- Our site has two nominated Contact Officers for Bullying and Harassment – Claudio Iannace & Josie Spizzo.
- Contact Officers attend Contact Officer training sessions every three years.
- Implementing participative processes where views and opinions of employees are sought and valued. The site has an established Consultative Committee with representation from leadership, teaching and support staff.
- Structured worksite induction process including OHSW and reference to supporting policies and procedures.
- These can be found in the Staff Handbook.
- Providing appropriate training and professional development to assist employees to reach their full potential.
- Providing compulsory training for employees in stress management every two years.
- Promoting health programs such as improved physical fitness and health, and providing opportunities where employees of all levels can relax and develop positive relationships, for example, retreats, social and sporting gatherings.
- Recognising and looking for opportunities to acknowledge and reward employees and celebrate success, for example whole staff morning tea gatherings twice a term.
- Conducting exit interviews with employees to determine causes of employee resignation for analysis of any issues.
- Providing each employee with an agreed Position Information Document (PID) that provides a clear definition of role and delineation of responsibilities (including OHS&W). The Position Information Document must be signed by the employee and kept in their personnel file. The PID will be reviewed annually and will be used to acknowledge employee performance.
- Implementing an annual performance appraisal which provides each employee with the opportunity for individual discussion about his/her work. The process must provide employees with an opportunity to reflect upon their work and to identify issues that may affect their ability to safely and effectively perform their role.

Performance appraisal discussions must include:

- acknowledging individual performance
- identifying skills and training needs so that the person is able to perform his/her role safely
- identifying career development opportunities
- discussing accountabilities, responsibilities and workloads
- discussing any change in priorities or requirements
- any issues affecting the ability of the person to perform their role safely.