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TARGET AUDIENCE

This guideline applies to:

- All members of Northern Health including staff, volunteers, employees working for or representing Northern Health in any capacity, honoraries and visiting fellows;
- Contractors and other visitors to the organisation;
- All Northern Health campuses, teaching sites and residential accommodation;
- Events involving alcohol when they are undertaken at Northern Health controlled sites or are organised or controlled by the organisation, including organisational controlled entities and organisation business operations.

PURPOSE & SCOPE

Northern Health recognises that its staff are its greatest asset and values the importance of health and wellbeing in promoting people's health and wellbeing and believes that it is a key to organisational performance, success and sustainability.

Northern Health aims to lead by example by creating a workplace culture and environment that values, supports and promotes programs and policies that improve the health and wellbeing of employees whilst also encouraging staff to take responsibility for their own health and wellbeing.

This guideline:

- Articulates the principles that underpin Northern Health's commitment to workplace health and wellbeing and provides guidance to support the development and implementation of health and wellbeing programs at the Northern Health.
- Outlines Northern Health's expectations and requirements for the management and use of drugs and alcohol within the Organisation.

OBJECTIVES

Northern Health aims to create a safe, healthy and resilient work environment by:

- Raising awareness within the workplace regarding issues that impact on health and wellbeing, including the health benefits of positive health and wellbeing advocacy programs;
- Creating and promoting a positive and equitable working environment where health and wellbeing programs are supported by management through visible participation and promotion;
- Building and maintaining a workplace environment and culture that supports positive health and wellbeing and aims to reduce stigma and prevent discrimination (including bullying and harassment).
- Promoting and encouraging participation in proactive programs and policies that support positive physical and psychological health, wellbeing and work life balance initiatives at work and outside the workplace;

PRINCIPLES

The guiding principles which underpin this guideline include that health and wellbeing programs should:

- Be informed by the World Health Organization definition of a Healthy Workplace and health and wellbeing as a state of complete physical, mental and social wellbeing – and not merely the absence of disease or infirmity;
- Promote positive health and wellbeing for all employees;
- Equip, facilitate and support employees to improve and maintain their health and wellbeing by including components;
- Increase the health literacy and skills of employees;

- Promote and facilitate active participation by employees in health promoting initiatives; and create health promoting environments.

RESPONSIBILITIES

All Employees

All employees are encouraged to:

- Understand this guideline and seek clarification from management where required;
- Take reasonable care of their own health and wellbeing;
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace;
- Support fellow employees in their awareness of this guideline;
- Maintain a non-stigmatising community;
- Support and contribute to Northern Health's aim of providing healthy and supportive environment for all workers;
- Take advantage of training and information sources;

Managers Responsibilities

Managers are responsibilities to:

- Ensure that all employees are made aware of this guideline;
- Promote the emphasis towards positive health and wellbeing and consideration of this goal within all relevant aspects of its operation;
- Actively support and contribute to the implementation of this guideline, including its goals;
- Encourage a non-stigmatising community to enhance the effectiveness of its actions;
- Manage the implementation, effectiveness and review of this guideline through its annual reporting schemes;
- Where applicable provide relevant training, activities and information to employees via a holistic framework of elements including:
 - Education, Prevention & Promotion;
 - Healthy Nutrition & Alcohol;
 - Physical Activity;
 - Tobacco Cessation;
 - Financial Health;
 - Psychological Wellbeing

COMMUNICATION

Northern Health will ensure that:

- All employees will have the opportunity to read and discuss this guideline during the induction process;
- Policies are to be easily accessible by all members of the organisation;
- Employees will be empowered to actively contribute and provide feedback during all stages of guideline development;
- Employees will be notified of all changes to this guideline.

HEALTHY NUTRITION

Principles

Northern Health understands and recognises the importance of good nutrition and the role it plays in the maintenance of good health and wellbeing and is committed to healthy eating by creating a supportive environment for healthy food choices;

The guiding principles which underpin this guideline include that the health and wellbeing programs should:

- Promote healthy nutrition as part of positive health and wellbeing for all employees;
- Equip, facilitate and support employees to improve and maintain their health and wellbeing by including components aimed at:
 - Increasing the nutritional literacy and skills of employees;
 - Promote and facilitate active participation by employees in health promoting initiatives; and create health promoting environments.

Responsibilities

Where applicable, Managers have a responsibility to support and endorse relevant training, activities, information and supports for employees, for example:

- Onsite Cafeterias and Vending machines will be compliant with the Healthy Together guidelines providing healthy alternatives, including mixed nuts, dried fruit and bottled water;
- When catering is provided to staff, this will include healthy options which are low in fat, sugar and salt and high in fibre; e.g. fresh fruit, vegetable pieces served with hummus or salsa, wholegrain sandwiches with low fat fillings or salads;
- Water will always be provided as a drink option;
- A 'Healthily Recipe of the Month' will be promoted in the workplace, including posters in prominent areas, in the staff newsletter;
- Nutritional information will be displayed at point of sale of food items in the staff canteen/café;
- An annual Nutrition Week will celebrate and promote the importance of a healthy and balanced diet. Events during the week may include free fruit for employees, nutrition seminars, cooking classes/demonstrations or celebration of foods from different cultures and may change from year to year;
- Healthy eating seminars and workshops will be offered throughout the year.

PHYSICAL ACTIVITY

Principles

Northern Health understands and recognises the importance of regular physical activity and the role it plays in the maintenance of good health and wellbeing and is committed to increasing physical activity by creating a supportive environment for staff

The guiding principles which underpin this guideline include that the health and wellbeing programs should equip, facilitate and support employees to improve and maintain their health and wellbeing by including components aimed at:

- Increasing the physical health literacy and skills of employees;
- Promote and facilitate active participation by employees in health promoting initiatives; and create health promoting environments.

Responsibilities

Where applicable, Managers have a responsibility to support and endorse relevant training, activities and information to employees, for example:

- Reminders to be active throughout the day will be displayed in prominent areas (e.g. stair prompts near stairwells and elevators, physical activity ideas in the lunch area)
- Access to physical activity programs before, during or after work hours will be provided where possible. Programs will include a variety of low and high intensity activities to suit varying fitness levels;
- Meetings which encourage physical activity will be encouraged, such as walking meetings or meetings on a different floor to encourage employees to move away from their desk;
- Workplace social events will offer activities for employees and their families that involve being active for example Northern Foundation fun run.

PSYCHOLOGICAL WELLBEING

Principles

The guiding principles which underpin this guideline include that the health and wellbeing programs should:

- Equip, facilitate and support employees to improve and maintain their health and wellbeing by including components aimed at:
 - Increasing the positive psychological health literacy and skills of employees;
 - Promote and facilitate active participation by employees in health promoting initiatives; and create health promoting environments.

Responsibilities

All employees are encouraged to:

- Understand this guideline and seek clarification from management where required;
- Take reasonable care of their own mental health and wellbeing;
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace;
- Where applicable identify and report relevant OH&S risks;
- Ensure as best as practicable attempt to mitigate and manage adverse stress reactions;
- Support fellow employees in their awareness of this guideline;
- Maintain a non-stigmatising community;
- Support and contribute to Northern Health's aim of providing a psychologically healthy and supportive environment for all workers;

Managers have a responsibility to:

- Ensure that all employees are made aware of this guideline;
- Promote the emphasis towards positive psychological health and wellbeing and consideration of this goal within all relevant aspects of its operation including:
 - Increasing the positive psychological health literacy and skills of employees;
 - Promote and facilitate active participation by employees in health promoting initiatives; and create health promoting environments.
- Actively support and contribute to the implementation of this guideline, including its goals;
- Encourage a non-stigmatising community to enhance the effectiveness of its actions;
- Manage the implementation, effectiveness and review of this guideline through its annual reporting schemes;

- Where applicable support and endorse relevant training, activities and information to employees, for example:
 - Personal resilience training;
 - Change proofing/Management of Change training;
- Provide central support and links to advisory services, for example:
 - Critical Incident Debriefing
 - Employee Assistance Program

Critical Incident Debriefing

- The Manager, After Hours Coordinator or Program Director/Executive Director will initiate a debriefing for staff involved in a critical incident within 24 hours of the event;
- The Program Director/Executive Director will arrange the debriefing. Where necessary, an external counsellor maybe required to attend the site, this must be approved by the Program Director/Executive Director;
- All staff have the opportunity to express feelings and ongoing needs, allowing the staff member to strategically process the events;
- Allow for staff follow up for further assistance and ongoing care where required.

Employee Assistance Program (EAP)

- All Northern Health staff and immediate family members have access to a free confidential Employee Assistance Program.
- Consisting of up to 6 counselling sessions the service can be accessed via phone, face to face or via the online methods providing you with short term and outcome focused counselling, with the goal to provide you with support and empowerment when dealing with personal and work related challenges.
- Appointments can be made by contacting Converge International on 1300 687 327 or via www.convergeinternational.com.au
- Please also note that due to the confidential nature of the service it is generally expected that staff will utilise the service in their own time. If however, with approval of your manager the service is accessed during work hours for work related concerns it should not be recorded in RosterOn and would be recorded as normal hours
- Further sessions must be approved by People & Culture prior to them taking place.

NO SMOKING

Principles

Northern Health is committed to providing a safe, healthy environment for patients, residents, staff, tenants, visitors, contractors and volunteers.

OH&S legislation and common law duty of care require employers to provide a workplace that is, as far as is practicable, safe and without risk, including the risk from direct or passive smoking. This includes protecting people from harmful effects of smoking.

Any person who chooses to smoke will not be discriminated against for such a choice but all smokers whilst on a Northern Health campus are required to comply with the provisions of this guideline.

At Northern Health:

- Smoking is actively discouraged.

- Smoking is not permitted within any Northern Health buildings, grounds or fleet motor vehicles, other than patient areas where an exemption has been granted (outlined below).
- Staff and visitors are not permitted to smoke on Northern Health campuses.
- By law smoking is banned in the vicinity of entrances to Northern Health campuses, It is an offence for a person to smoke at or within 4 metres of any part of a pedestrian access point to any Northern Health premises. The maximum penalty for this offence is 5 penalty units (currently around \$738.05 but will be increased in line with inflation post 30 June 2015).
- Northern Health shall provide information on the health risks associated with smoking and provide smoking cessation support services.
- Signs shall be erected at the entrances of all Health Service campuses advising that Northern Health is a smoke free environment.
- The sale of tobacco products on Northern Health premises is prohibited.
- Northern Health will not accept funding, awards, donations, sponsorship or any form of support from tobacco manufactures or foundations primarily funded by such companies or agents known to be acting on their behalf.

Northern Health encourages and supports all persons who wish to cease smoking. Cessation support is available for staff, patients, residents and visitors who wish to cease smoking. Please speak to the Health, Safety & Wellbeing team for more information.

Responsibilities

- Managers and staff shall ensure that information on the health risks is made available to staff, patients, tenants and contractors upon request.
- It is the responsibility of all employees of Northern Health to assist in ensuring that all individuals attending or working at a campus of the Health Service comply with and support this guideline.
- Patients will be informed of Northern Health smoking policy via appointment and pre-admission notification, signage and information available on our website.

Patient Exemption

Patients choosing to smoke do so at their own risk.

The following inpatient areas of Northern Health have been granted an exemption from this smoking guideline:

- Palliative Care Patients at Broadmeadows Health Service.
- Residents at IBNH and MINH as at the 31/12/09. New resident admissions from 01/01/10 will not be permitted to smoke. Employees of and visitors to the above areas must adhere to the Smoke Free guideline.

Staff who accompany a patient who chooses to smoke, must:

- Not be exposed to passive smoke.
- Not stand with a patient whilst the patient smokes.

Staff

- Smoking outside of hospital buildings and grounds is undertaken at the persons own risk.
- A voluntary code of behaviour encourages staff to choose not to smoke whilst wearing a Northern Health uniform or other identifying items such as lanyards or ID badges.
- Staff who choose to smoke may only do so during their approved breaks.

DRUG & ALCOHOL GUIDELINE

Aims

Northern Health understands that alcohol and other drugs can alter behaviour, distort perception, impair thinking and affect judgment. Northern Health has a concern for the health and wellbeing of an employee

affected by drugs or alcohol employee and the safety of other persons who may be put at risk by their acts or omissions in the workplace.

Northern Health will:

- Aim to ensure a safe working and recreational environment which minimises alcohol-related harm to individuals and behaviour that may cause harm to people or property
- Encourage the responsible use of alcohol in an environment that is free of inducement and social pressure

Principles

Northern Health requires its members to act responsibly at all times on organisational sites and when representing the organisation. While Northern Health accepts that alcohol consumption is ultimately a matter of individual choice it will only accept the responsible use of alcohol in an environment that is free of inducement and social pressure.

Responsibility for the assessment of risk when alcohol is involved, and the implementation of appropriate management and mitigation strategies and procedures, rests with the Manager organising the event.

Management responsibilities

- Management prohibits staff whilst on duty from:
 - The unlawful possession, use, manufacture or distribution of illegal drugs;
 - The unlawful possession use or distribution of alcohol;
 - Being affected by alcohol, legal or illegal drugs;
 - Inappropriate behaviour or performance caused by alcohol or drug use may be regarded as serious misconduct.
- Northern Health will support and expect employees to attend counselling to address persistent and/or significant drug or alcohol problems.
- In special circumstances alcoholic beverages may be consumed in a designated non-patient area with the approval of an Operations Director or Executive Director.

Staff responsibilities

- Staff members must not attend the organisation or remain on the organisation's premises if adversely affected by alcohol.
- Supervisors may direct a staff member whom they reasonably believe to be intoxicated or under the influence of drugs to cease work immediately. Supervisors may consider an individual to be intoxicated where the person's speech, balance, coordination or behaviour appears affected and there are reasonable grounds for believing this is the result of alcohol consumption. Supervisors should, where possible, seek corroboration of their assessment by involving another senior member of staff.
- Staff must follow the reasonable directions of Northern Health's managers or supervisors in relation to management and use of alcohol at organisational events or in relation to attendance or remaining on organisational premises if adversely affected by alcohol.
- Staff taking prescription medication which may affect normal functioning must notify their supervisor
- Supervisors will encourage staff members to seek assistance for alcohol-related issues.
- Staff may seek assistance from Peer Support & Employee Assistance Program (EAP) Counselling and Psychological Services for alcohol-related issues.

Manager of event/s

All managers will ensure that alcohol is managed and used appropriately at Northern Health events organised within their division by:

- In conjunction with the Health, Safety & Wellbeing unit assessing and determining the level of risk associated with alcohol consumption (including which events will be considered low risk 'exempt events');
- Implementing appropriate management and mitigation strategies for the responsible use of alcohol;
- Managers will ensure that, where appropriate, Northern Health events within their division are organised and conducted in consultation;
- Managers may delegate (in writing) the responsibilities to a divisional delegate;
- Practical planning and clean-up of the event;
- Ensuring the safe conduct of the event;
- Obtaining all relevant authorisations, approvals and licences for the event.

Response to behaviour influenced by alcohol

- Security services and/or emergency services may be contacted to assist with immediate management of inappropriate or unsafe behaviour influenced by alcohol at Northern Health events;
- Counselling and Psychological Services provides appropriate and confidential assistance to individuals with alcohol-related issues;
- An employee or student affected by drugs or alcohol may be withdrawn from the work environment, sent home or stood down, pending investigation. Human Resources advice must be sought prior to standing down an employee.
- Breach of this guideline may result in disciplinary action as set out in the Disciplinary Procedure Policy and/or criminal investigation.
- An employee, who is affected by drugs or alcohol and is injured in the work place, may not be covered by Workers Compensation Insurance.

LEVEL 1 ALIGNED POLICY

[Workforce Management](#)

LEVEL 2 ALIGNED PROCEDURE

[Occupational Health & Safety](#)

EVALUATION

This guideline is reviewed every three years as scheduled or more frequently as required.

Compliance and effectiveness of guidelines are monitored through the evaluation of:

- Related adverse events recorded on the NH Riskman incident reporting system
- Australian Council on HealthCare Standards (ACHS) Clinical Indicators
- Other relevant data sets.

Details are reviewed by the local Departmental Manager and Quality, Safety and Risk Coordinator and tabled for discussion and follow up at the relevant Quality & Risk Management (QRM) Committee as required.

IMPLEMENTATION STRATEGIES

- Staff are notified of policy document changes via emails to "All NH Campus Staff".
- Directors ensure their managers are aware of practice changes.
- Individual managers and supervisors are responsible for ensuring details are applied within their respective work areas.

REFERENCES / RELEVANT LEGISLATION

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- [Drugs, Poisons and Controlled Substances Act 1981 \(Vic\)](#)
- [Liquor Control Reform Act 1998 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Summary Offences Act 1966 \(Vic\)](#)
- [Victorian Tobacco Act 1987](#)

AUTHORS & FURTHER INFORMATION

Health, Safety & Wellbeing Unit