

SAFE WORKING GUIDELINES MENTAL HEALTH & WELLBEING

1. Introduction

The objective of this procedure is to prevent the occurrence of injury and reduce the severity of injuries resulting from fatigued personnel, violence, bullying & harassment, and stressed person/s working on a Proline Building Commercial Pty Ltd worksite/s, which may result in both mental and physical ill health.

2. Purpose

The purpose of this document is to provide suitable information for the identification, assessment, and control of psychosocial hazards such as fatigue, stress, bullying and violence which may impact a worker's mental health.

3. Definitions

(From Safework Australia and Safework NSW)

Fatigue	Fatigue (also called exhaustion, lethargy, languidness, languor, lassitude, and listlessness) is weariness. It can describe a range of afflictions, varying from a general state of lethargy to a specific work-induced burning sensation within one's muscles. It can be both physical and mental. Physical fatigue is the inability to continue functioning at the level of one's normal abilities.
Work-related stress	The physical and psychological response of a worker who perceives that the demand of their work or workplace environment exceed their ability or resources to cope. Work-related stress does not itself constitute physical or psychological harm or injury, but can result in an injury if stress is prolonged and or severe.
Violence acts include:	verbal abuse in person or over the telephone, written abuse, harassment, threats, ganging up, bullying, spitting, biting, scratching and intimidation, physical or sexual assault, robbery, armed robbery, malicious damage to property of staff, customers or the business.
Workplace bullying	is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
Repeated behaviour	refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
Unreasonable behaviour	means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating, or threatening.

Examples of behaviour, whether intentional or unintentional, that may be workplace bullying if they are **repeated, unreasonable** and **create a risk to health and safety** include but are not limited to:

- abusive, insulting, or offensive language or comments
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation
- practical jokes or initiation
- unjustified criticism or complaints
- deliberately excluding someone from work-related activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation, or resources to the detriment of the worker
- spreading misinformation or malicious rumours, and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Harassment

Under anti-discrimination laws, harassment in the workplace is any form of behavior that is not wanted, that offends, humiliates and that concerns the following aspects of the person being harassed: sex, pregnancy, race, marital status, disability, age, carers' responsibilities, homosexuality, transgender status.

4. Roles & Responsibilities

Obtained from – Work-related psychological health and safety- A systematic approach to meeting your duties - National guidance material Jan 2019

Managing Director / PCBU has the primary duty to ensure, so far as is reasonably practicable, workers and other people are not exposed to psychological health and safety risks arising from the business or undertaking. This duty requires you to 'manage' risks to psychological health and safety arising from the business or undertaking by eliminating exposure to psychosocial hazards so far as is reasonably practicable. If it is not reasonably practicable to eliminate them, you must then minimise those risks so far as is reasonably practicable.

Project Managers/ Supervisors and Site Supervisor are officers:

An officer of a PCBU, has a duty to exercise due diligence to ensure the PCBU complies with their duties under the WHS laws. This includes taking reasonable steps to gain an understanding of the psychosocial hazards and risks associated with the operations of the business or undertaking, and to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to psychological health. An officer is essentially a person involved in making decisions that affect the whole or a substantial part of the organisation.

- Identification, assessment, control and evaluation of work activities which may result in stress, fatigue, violence, bullying & harassment, which may result in ill mental health.

Employees / subcontractors – workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons. Workers must comply with reasonable instructions, as far as they are reasonably able, and co-operate with reasonable health and safety policies or procedures that have been notified to workers.

Co-operate with project managers/supervisors and site supervisor in implementing the recommended controls.

Report concerns that they have seen or identified to the project manager or site supervisor so that work activities can be assessed.

It should be noted that person/s may have more than one role, for example a subcontractor may also be an employer making him/her a person conducting business or undertaking (PCBU).

Other persons at the workplace, like visitors, must take reasonable care for their own health and safety and must take reasonable care not to adversely affect other people's health and safety. They must comply, so far as they are reasonably able, with reasonable instructions given by the PCBU to allow them to comply with WHS laws.

5. Risk Identification, Assessment & Control Process

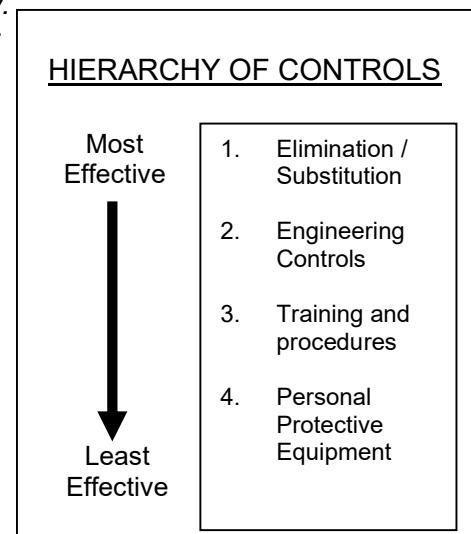
It is the responsibility of all employees and subcontractors involved in the workplace to identify, report, assess and ensure that control measures that are put in place by Proline are adhered to. Risk Control is the means for eliminating or minimising the identified risk and is carried out using the following hierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity.*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means.*
- *Introduce administrative controls to minimize exposure.*
- *Use of Personal Protective Equipment*

Psychosocial Hazards exists within the workplace.

It is Proline's responsibility to ensure all hazards are identified, assessed and controlled. The following hazards have been identified as having a potential effect on a person/s mental health.

- Fatigue
- Stress
- Violence, Bullying or Harassment
- Workload
- Work Environment



6. Fatigue

Why is fatigue a problem? (Obtained from Guide of managing risk of fatigue at work – Safe Work Australia Nov 2013)

Fatigue can adversely affect safety at the workplace. Fatigue reduces alertness which may lead to errors and an increase in incidents and injuries, particularly when:

- *operating fixed or mobile plant, including driving vehicles.*
- *undertaking critical tasks that require a high level of concentration.*
- *undertaking night or shift work when a person would ordinarily be sleeping.*

The effects of fatigue can be short or long term. In the short term a person may show the signs or report the symptoms of fatigue outlined in section 1.3.

The longer term health effects of fatigue can include:

- *heart disease*
- *diabetes*
- *high blood pressure*
- *gastrointestinal disorders*
- *lower fertility*
- *anxiety*
- *depression.*

How can you tell if someone is fatigued? (Obtained from Guide of managing risk of fatigue at work – Safe Work Australia Nov 2013)

The following signs or symptoms may indicate a worker is fatigued:

- *excessive yawning or falling asleep at work.*
- *short term memory problems and an inability to concentrate.*
- *noticeably reduced capacity to engage in effective interpersonal communication.*
- *impaired decision-making and judgment*
- *reduced hand-eye coordination or slow reflexes*
- *other changes in behaviour, for example repeatedly arriving late for work*
- *increased rates of unplanned absence.*

A fatigued worker may also experience symptoms not obvious to others including:

- *feeling drowsy*
- *headaches*
- *dizziness*
- *difficulty concentrating*
- *blurred vision or impaired visual perception*
- *a need for extended sleep during days off work.*

Fatigue Risk Controls (Obtained from Guide of managing risk of fatigue at work – Safe Work Australia Nov 2013)

To reduce the signs of fatigue the following controls could be implemented:

- *Take regular breaks*
- *Job / work activity rotation among workers*
- *Ensure adequate breaks between shifts occur ie 10hrs breaks between shifts*
- *Ensure adequate breaks between consecutive “high fatigue” shifts occur ie nightshifts, strenuous works*
- *Ensure workers, age, fitness is appropriate for the work task*
- *Encourage workers to maintain a healthy lifestyle*
- *Encourage workers to implement well being strategies – refer to section 11*

FATIGUE RISK ASSESSMENT CHECKLIST & ACTION PLAN

ITEM	REVIEW (CIRCLE)	ASSESS High = Always Medium =Sometimes Low = Rarely	ACTION PLAN
Person/s carrying out work for long periods which is physically demanding? (ie bricklaying, jackhammering)	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Take regular breaks 2. Rotate work activity between workers 3. Supervisors should assess the age and fitness of the worker and rotate works accordingly or re-assign the activity.
Does the person/s carry out shifts including travel longer than 12hrs?	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Review duration of consecutive long shifts 2. Rotate workers between long shifts 3. Question workers where they live and how long there commute is, inform the General Manager if excessive
Does the person/s carry out shifts at night?	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Ensure breaks between shifts exceed 10hrs 2. Ensure breaks in consecutive shifts occur ie no more than 6 night shifts in a row
Does the person/s carry out work with harsh environmental factors? Ie Plant & Equipment with high vibration, works in hot/humid conditions, hazardous chemicals, consistently loud noise	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Ensure all correct PPE is worn 2. Take regular breaks 3. Rotate work activity between workers 4. Supervisors should assess the age and fitness of the worker and rotate works accordingly or re-assign the activity.
Is the person/s showing signs* of fatigue?	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Review workload / break/s taken and duration 2. Rotate workers between work activities 3. Suggest a GP visit to ascertain no other underlying condition
Does the person/s feel** any signs of fatigue?	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Review workload & work activities recently undertaken. 2. Suggest a GP visit to ascertain no other underlying condition 3. Rotate workers between work activities
Is the person/s arriving to work already fatigued?	NO Nxt Question N/A YES	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	1. Question worker on activities undertaken prior to work. 2. Suggest a review of lifestyle factors 3. Encourage healthy behaviours to the worker to try

* Signs of Fatigue = excessive yawning or falling asleep at work, short term memory problems and an inability to concentrate, noticeably reduced capacity to engage in effective interpersonal communication, impaired decision-making and judgment, reduced hand-eye coordination or slow reflexes other changes in behaviour, for example repeatedly arriving late for work, increased rates of unplanned absence.

** Feeling signs of Fatigue = feeling drowsy, headaches, dizziness, difficulty concentrating, blurred vision or impaired visual perception, a need for extended sleep during days off work.

7. Stress

What is Work related stress?

(obtained from Safework NSW - <https://www.safework.nsw.gov.au/safety-starts-here/mental-health-at-work-the-basics/workplace-stress>)

The physical and psychological response of a worker who perceives that the demand of their work or workplace environment exceed their ability or resources to cope. Work-related stress does not itself constitute physical or psychological harm or injury, but can result in an injury if stress is prolonged and or severe.

As noted by Safework NSW there are three areas to that workplaces should assess for potential risk of stress.

Common organisational stressors are:

- high work demands
- having little control over your work
- unsupportive supervisors and co-workers
- lack of role clarity
- poorly managed work relationships
- poorly managed organisational or work procedure change
- low levels of recognition and reward
- organisational injustice.

Environmental stressors include:

- noise
- temperature and humidity
- lighting
- vibration
- air quality

Individual - People respond to the demands of work in different ways. In general, workers will benefit from:

- a combination of challenging work
- a supportive atmosphere
- adequate resources.

How can I tell if I am under too much stress?

There are a number of symptoms that suggest you are under too much stress. The more of the following you experience, the more stressed you may be.

How your Body may react	How you may Feel or How Others may see you	How you Behave
Fast shallow breathing	Irritable	Finding it difficult to make decisions
Headaches	Aggressive	Finding it difficult to concentrate
Constant Tiredness	Depressed	Denying there's a problem
Restlessness	Fearing failure	Avoiding difficult situations
Sleeping Problems	Dreading the future	Frequently crying
Tendency to sweat	A loss of interest in others	Biting your nails
Nervous Twitches	Taking no interest in life	Unable to show your true feelings
Cramps or muscle spasms	Neglected	Being very snappy or aggressive
Pins and Needles	That there's no-one to confide in	Finding it difficult to talk to others
High Blood Pressure	A loss of sense of humor	Serious
Feeling sick or dizzy	Bad or Ugly	Fainting / loss of balance
Constipation or diarrhea	Fearful that you are seriously ill	Irritable / Fearful
Craving for Food	Hungry	Excess eating increased weight
Indigestion or heart burn	Fearful that you are seriously ill	Irritable
Lack of appetite	Unwell / unmotivated	Weight Loss
Sexual difficulties	Inadequate / Bad in bed	Avoiding contact or lack of performance
Fainting	Fearful that you are seriously ill	Fainting / loss of balance
Chest Pains	Fearful that you are seriously ill	Irritable / Fearful
Grinding your teeth at night	Mouth physically sore	Short temper from lack of sleep

What can I do if I feel I'm under too much workplace stress?

When reviewing control options keep these ideas in mind to keep work life manageable:

- Tell the Managing Director, General Manager or Systems Manager so a review of the work / site can be assessed and controls implemented
- *Communicate.* Speak up calmly and diplomatically if you have too much to handle. Your supervisor may not realize you are overextended.
- *Tell a project manager, site supervisor or co-worker.* Knowing that someone accepts your condition can be comforting and it may reduce any anticipatory anxiety about having a panic attack at work.
- *Work!* In addition to financial reasons, working can be important for your self-esteem and it adds to your social identity.
- *Educate yourself.* learn to recognise the signs of work-related stress, how to handle this at work and know your available support options.

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- *Practice time management.* Make to-do lists and prioritize your work. Schedule enough time to complete each task or project.
- *Plan and prepare.* Get started on major projects as early as possible. Set mini deadlines for yourself. Anticipate problems and work to prevent them.
- *Be realistic.* Don't over commit or offer to take on projects if you don't realistically have enough time.
- *Ask for help.* If you are feeling overwhelmed, ask a co-worker for help. Later you can return the favour.
- *Stay organized.* Filing and clearing your desk and computer desktop may rank low on your priority list, but they can save you time in the long run and may prevent a crisis later.
- *Respect.* Be respectful at work.
- *Take breaks.* A walk around the block or a few minutes of deep breathing can help clear your head.
- *Do it right the first time.* Spend the extra time at the outset and save yourself a headache later when you have to redo your work.
- *Savour success.* Take a moment to celebrate your good work before moving on to the next task or project. Thank everyone who helped you.
- *Plan a holiday.* You'll be rejuvenated and ready to work when you come back.
- *Take leave* to refresh and enjoy some relaxation
- *Be healthy.* Eat healthfully, get enough sleep, exercise regularly, and limit caffeine and alcohol. Try to keep your body and mind in shape to handle challenging situations.

STRESS RISK ASSESSMENT CHECKLIST & ACTION PLAN

ITEM	REVIEW (CIRCLE)	ASSESS High = Always Medium = Sometimes Low = Rarely	ACTION PLAN
Are you / worker finding it difficult to make decisions?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor, assess your workload Review
Are you / worker finding it difficult to concentrate?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Assess your/the workers lifestyle, enough sleep, dietary, exercise Talk to your supervisor
Are you / worker avoiding difficult situations?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker finding it difficult to talk to others?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker being very snappy or aggressive?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor, is there personality conflicts Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker excessively eating and/or increased weight? Or Unintentionally weight loss?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor, assess your lifestyle Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker frequently crying?	NO N/A YES   Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to your supervisor Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au

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				Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker showing any physical signs of stress? *	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Talk to your supervisor Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12
Are you / worker feeling any physical signs of stress? **	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Talk to your supervisor Visit your local GP Visit www.beyondblue.org.au or https://www.blackdoginstitute.org.au Review Safework NSW Work Related Stress Tip Sheets 1 to 12 Undertake a Mindfulness Program

*Showing Signs of Stress= fast shallow breathing, headaches, constant tiredness, restlessness, sleeping problems, tendency to sweat, nervous twitches, cramps, pins&needles, high blood pressure, feeling sick or dizzy, constipation or diarrhea, craving food, indigestion or heart burn, lack of appetite, sexual difficulties, fainting, chest pains, grinding your teeth at night.

**Feeling signs of Stress= irritable, aggressive, depressed, fearing failure, dreading the future, loss of interest in others, taking no interest in life, neglected, a loss of sense of humor, ugly, fearful you are seriously ill, hungry, unwell, unmotivated, inadequate.

8. Violence, Bullying, Harassment

Who is at risk? – Everyone, however some employees may be at a higher risk of experiencing, violence, bullying or harassment.

1. People with disabilities
2. Young and inexperienced workers
3. Minority groups
4. Isolated workers



What is bullying? (Obtained from Safework Australia)

Workplace bullying	is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
Repeated behaviour	refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
Unreasonable behaviour	means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be workplace bullying if they are **repeated, unreasonable** and **create a risk to health and safety** include but are not limited to:

- abusive, insulting, or offensive language or comments
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation
- practical jokes or initiation
- unjustified criticism or complaints
- deliberately excluding someone from work-related activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours, and

- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

What isn't bullying? (*From Safework Australia*)

"Not all behaviour that makes a worker feel upset or undervalued is workplace bullying.

Reasonable management action taken in a reasonable way is not workplace bullying. Managers are responsible for monitoring the quality and timeliness of work and providing staff with feedback on their performance. If performance issues need to be addressed, the conversation needs to be constructive and supportive, and focus on the positives as well as the negatives. It should not be humiliating or demeaning.

Unreasonable behaviour may involve unlawful discrimination or sexual harassment, which in isolation is not workplace bullying. Discrimination on the basis of a protected trait in employment may be unlawful under anti-discrimination, equal employment opportunity, workplace relations and human rights laws.

Differences of opinion and disagreements are also generally not workplace bullying. However, in some cases, conflict that is not managed may escalate to the point where it becomes workplace bullying".

Violence Bullying Harassment Risk Controls

Supervisors should implement preventative risk controls first by:

- Regular toolbox and safety talks to air grievances and workshop corrective actions or solutions.
- Provide workers / subcontractors clear instructions for work requests, gain feedback from workers / subcontractors of their understanding of requests made.
- Ongoing communication to workers & subcontractors on program and what's forthcoming on the project to give forewarning.
- Clear and calm communication during quality reviews of workers or subcontractor works and using polite and respectful language if requesting works be rectified or altered.
- Document instructions and request sign off by subcontractors, so all instructions/variations/alterations are clear and understood.

Supervisors dealing with violence in the workplace should carry out the following:

- Call for assistance in assessing/responding, if needed.
- Avoid an audience when dealing with the employee/subcontractor.
- Remain calm, speaking slowly, softly, and clearly.
- Ask the employee/subcontractor to sit down; see if s/he can follow directions.
- Talk to the employee to ascertain their grievance and try to calm the situation if this isn't possible.
- Ask the employee/subcontractor to leave the worksite / workplace.
- Refer the Incident to the project manager & systems manager for further review.

Workers

Workers dealing with bullying in the workplace should carry out the following:

- If you feel safe and comfortable doing this, speak up early, calmly tell the bully that you object to their behaviour and ask them to stop it. They may not realise the effect their behaviour is having on you or others, and your feedback may give them the opportunity to change their actions.
- Talk to your site supervisor – if the bully is the site supervisor, refer to the project manager.
- Document the incident, complete an Incident Report Form and issue to the Systems manager for escalation and resolve.
- Take care of yourself outside of work – complete some wellbeing strategies in Section 11
- If you see someone else being bullied, Speak Up or Report it to the site supervisor or project manager.



9. Mental Health

Fatigue, stress, violence bullying or harassment can all assist in causing a person to have ill mental health and can result in depression, anxiety and other mental health disorders. This can also trigger or exacerbate a person who has a pre existing mental health disorder. Maintaining wellness is important for all.

10. How you can Help.....how to talk / approach Others

<https://www.ruok.org.au/how-to-ask>



If you suspect someone has ill mental health and may need help, firstly start by talking.

- 1. R U OK?** be prepared for “No, not really”..... you don’t need to be a counselor or professionally trained, all you need to do is be there, care and listen!
- 2. Listening....** It’s super easy to do, *remember it’s not about you!, there is no need to feel uncomfortable.... Remember you are helping someone!!*
- 3. Encourage Action** Suggest a self-assessment, recommend talking to their local GP, refer them to various organizations
- 4. Check In....** back to caring.... Ask them again in a week or so, did they get to taking any action, how do they feel now?

11. Help is Out There

Firstly..... be a Hero and ASK for help..... TO ANYONE.....

- Go to your Local GP....
- Visit one of the below organisations, take a survey on one of their FREE assessment tools.
- Try a 30 day Mental Fitness challenge

Organizations

Blackdog Institute <https://www.blackdoginstitute.org.au/>

Beyond Blue <https://www.beyondblue.org.au/>

Lifeline www.lifeline.org.au

Mates In Construction <https://mates.org.au/>

Phone App's ... via the Blackdog Institute

Headgear

HeadGear is a free, easy-to-use smartphone app that guides you through a 30-day mental fitness challenge designed to build resilience and wellbeing and prevent things like depression and anxiety.



Get Help Now..... Call

[Lifeline Australia](#)

13 11 14

[Beyond Blue](#)

1300 22 4636

[Suicide Call Back Service](#)

1300 659 467

[MATES in Construction](#)

1300 642 111

Mycompass

myCompass is a free online self-help program for people with mild to moderate depression, anxiety and stress, and people who want to build good mental health.



Improve your wellbeing

Improving your overall wellbeing can help improve your mental health wellbeing. The follow are ideas that you could implement to help improve your overall wellbeing.

- Exercise daily 30mins.
- Eat a healthy well balanced diet- reduce your fat and sugar intake.
- Limit your alcohol use.
- Do not use illicit drugs.
- Quit smoking.
- Go to bed at the same time every night – try to get 8hours sleep per night.
- Keep active – learn new skills.
- Connect with people, maintain relationships, talk to partners, friends, family.
- Complete a mindfulness exercise daily.
- Live in the now! – keep tabs on your thoughts.
- Practice gratitude.
- Discover or rediscover a passion.

Mental Health Self Assessment (K10*) Checklist

Visit www.beyondblue.org.au & complete this checklist

In the past 4 weeks...	None of the time	A little of the time	Some of the time	Most of the time	All of the time
About how often did you feel tired out for no good reason?	<input type="checkbox"/>				
About how often did you feel nervous?	<input type="checkbox"/>				
About how often did you feel so nervous that nothing could calm you down?	<input type="checkbox"/>				
About how often did you feel hopeless?	<input type="checkbox"/>				
About how often did you feel restless or fidgety?	<input type="checkbox"/>				
About how often did you feel so restless you could not sit still?	<input type="checkbox"/>				
About how often did you feel depressed?	<input type="checkbox"/>				
About how often did you feel that everything was an effort?	<input type="checkbox"/>				
About how often did you feel so sad that nothing could cheer you up?	<input type="checkbox"/>				
About how often did you feel worthless?	<input type="checkbox"/>				

Submit

After you Hit 'Submit'.....what will happen next?

Your responses will help Beyond Blue to provide you with a score

- Based on this score, they will tell you whether you fall into the low, medium or high range for anxiety or depression.

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- They will help you take the next step, with information and contacts so you can seek support.
- Please remember that this is not a diagnosis – only a health professional can provide that – but it can give you a better sense of how you are feeling.

* Obtained from Beyond Blue. Professor Ronald C Kessler of the Department of Health Care Policy, Harvard Medical School is thanked for the use of research on the K10 funded by US Public Health Service Grants R01 MH46376, R01 MH52861, R01 MH49098, and K05 MH00507 and by the John D and Catherine T MacArthur Foundation Network on Successful Midlife Development (Gilbert Brim, Director).

Note: Proline will not request or be privy to any of this information.

Mental Health Risk Assessment for Employees / Co-Workers

ITEM	REVIEW (CIRCLE)	ASSESS High = Always Medium =Sometimes Low = Rarely	ACTION PLAN
Is the worker showing any physical signs of fatigue? *	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Is the worker being very snappy or aggressive?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their violence, bully or harassment issues, are they fatigued or stressed, have they assessed their lifestyle
Is the worker avoiding interaction with others?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their violence, bully or harassment issues, are they feeling ok, recommend a visit to their GP or a mental health assessment check online
Has the worker increased unplanned absences?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their violence, bully or harassment issues, are they fatigued or stressed, have they assessed their lifestyle, are they feeling ok, recommend a visit to their GP or a mental health assessment check online
Is the worker constantly arriving late to work?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their violence, bully or harassment issues, are they fatigued or stressed, have they assessed their lifestyle, are they feeling ok, recommend a visit to their GP or a mental health assessment check online
Has the workers appearance changed?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Does the worker eat healthy meals whilst at work?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Has the worker put on a lot of weight or lost a lot unintentionally?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP or a mental health assessment check online
Does the worker seem to be 'on edge' or hypervigilant when discussing work or working through problems?	NO N/A YES Nxt Question	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP or a mental health assessment check online

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Has the worker had any out bursts or changes in mood swings?	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP or a mental health assessment check online
Does the worker have an appropriate workload? -Overloaded or Unloaded	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Does the worker have a lack of meaningful tasks? (lack of variety in tasks)	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Does the worker have ill relationships with co-workers and/or management?	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol
Does the worker have adequate supervision, training and support?	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker, is their workload / type of work ok. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol. Recommend a visit to their GP for counselling
Has the worker been exposed to a traumatic event? ie serious workplace injury / fatality / death of family member	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP for counselling or a mental health assessment check online
Has the worker recently suffered a relationship breakdown or similar personal issue?	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP for counselling or a mental health assessment check online
Has the worker a pre-existing mental health condition? (Note: workers are not required to disclose any pre existing conditions)	NO Nxt Question	N/A	YES →	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	Talk to the worker. Have they assessed their lifestyle, are they eating well, exercising, regular sleep habits, moderation of caffeine and alcohol, recommend a visit to their GP or a mental health practitioner to assess their current Mental Health Plan

* Signs of Fatigue = excessive yawning or falling asleep at work, short term memory problems and an inability to concentrate, noticeably reduced capacity to engage in effective interpersonal communication, impaired decision-making and judgment, reduced hand-eye coordination or slow reflexes other changes in behaviour, for example repeatedly arriving late for work, increased rates of unplanned absence.

12. Mindfulness

What is mindfulness?

(From Beyond Blue - <https://www.beyondblue.org.au/personal-best/pillar/wellbeing/what-is-mindfulness>

Mindfulness is about having full and mindful experiences in the present moment.

What is the purpose of mindfulness?

Mindfulness helps

- Increases our self control, so we can deal with stressful situations
- Increase our general wellbeing and energy levels
- Reduces the symptoms of anxiety, depression & other disorders
- Decreases overthinking and self doubt
- Enhances our ability to resist daily distractions & improve our focus
- Reduce the chronic pain, lower blood pressure, alleviate gastrointestinal difficulties and improve sleep.

How do I practice mindfulness?

- Stop what **you're** doing and take a breath. Take a moment **to** notice the sensation of your breath.
- Put down your phone. ... be in the present.
- Go for a nature walk.... pay attention as you walk to the lifting and falling of your feet. Notice the movement in your legs and body. And if you find your thoughts wandering, bring them back to the sensation of your movement.
- Do **one** thing at a time. ... doing too many things can be distracting, so it is best to limit yourself to doing one task at time. This becomes more important when you are doing something which requires your full attention.
- Find **mindful** moments in everyday tasks.
- Mindfulness is about being aware of what is going on around you. It does not mean that you have to practise for 20 minutes. But you can set aside time each day to help you practise it.

13. Training

The Systems Manager will train employees during WHS EMS QA Seminars in the Mental Health & Well Being Training Program, associated with this Safe Working Guide to ensure that employees can identify risky activities and receive appropriate training.

14. Review & Evaluation

In order to ensure this guide remains effective, it will be reviewed by Senior Management in consultation with workers on an annual basis or in the event of an injury or near miss resulting from psychological injury, changes in legislation or if issues are raised by an employee with concern.

15. References / Legislation

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- Hazardous Manual Tasks Code of Practice
- Guide of managing risk of fatigue at work – Safe Work Australia Nov 2013
- Guide for preventing and responding to workplace bullying 2020 – Safe Work Australia
- Violence in the Workplace Guide 2002
- Work-related psychological health and safety- A systematic approach to meeting your duties - National guidance material Jan 2019
- www.blackdoginstitute.org.au
- www.beyondblue.org.au
- www.safework.nsw.gov.au
- www.safeworkaustralia.gov.au
- www.headspace.org.au
- <https://www.ruok.org.au/how-to-ask>

16. Version Control

Date	Version	Owner	Comments
14.05.09	1	Michelle Noy	For Issue
11.11.11	2	Michelle Murphy	Following External 3 rd Party Audit
18.04.12	3	Michelle Murphy	Changes in legislation
21.01.15	4	Michelle Murphy	General review
19.02.16	5	Michelle Murphy	General Review
01.09.17	6	Michelle Murphy	General Review
01.06.18	7	Michelle Murphy	Changes in legislation
16.12.20	Reset 1	Michelle Murphy	Collated SWG's Stress, Fatigue, Violence Bullying, Harassment under one Mental Health & Well Being SWG
04.02.21	2	Michelle Murphy	Revisions following Safework NSW review