

# Worker Health, Wellbeing and Fitness for Work Policy Directive

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**Government  
of South Australia**

SA Health

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# Worker Health, Wellbeing, and Fitness for Work Policy Directive

## 1. Policy Statement

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SA Health supports the health and wellbeing of all workers through work health and safety strategies, programs, work practices and services.

This policy aligns with and promotes the [South Australia's Strategic Plan](#) and the [Building Safety Excellence in the Public Sector](#), [SA Health DHA Strategic Directions 2016 – 2018](#), the Federal Government [National Partnership Agreement on Preventative Health](#) and the SA Health [Healthy Workers- Healthy Futures Initiative](#).

SA Health, as the responsible agency of the Crown, conducting business and undertakings will ensure that the requirements of the [Work Health and Safety Act 2012 \(SA\)](#), which places a duty of care on all persons to identify hazards and risks in a workplace, including physical and psychological hazards, are supported through the implementation of defined strategies and programs in provision of a safe working environment for all people.

This policy applies to all SA Health workers, including: employees, volunteers, contractors, labour hire workers, agency workers, students, as well as carers and other Person Conducting Business or Undertakings on SA Health premises.

## 2. Roles and Responsibilities

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In accordance with [SA Health WHSIM Policy Directive – Roles, Responsibilities and Governance](#), the following outlines the respective roles of relevant parties in the context of this policy directive:

### 2.1 Chief Executive/Deputy Chief Executive

Will take reasonably practicable steps to:

- Exercise '[due diligence](#)' to ensure compliance with the intent of this policy directive
- Establish awareness and accountability for the implementation of this policy directive
- Engage executives and managers to ensure, as far as is reasonably practicable, workers health, wellbeing and fitness for work
- Allocate appropriate resources, as far as is reasonably practicable, to enable managers to proactively implement worker health, wellbeing and fitness for work strategies, programs and initiatives e.g. [Psychological Health](#); [Worker Health and Wellbeing](#)
- Ensure there are effective governance, consultation and communication systems in place
- Ensure supportive change management processes are in place
- Ensure a culture of respect and supportive behaviour within the organisation.

### 2.2 Chief Executive Officers / Chief Operating Officers ( LHN/HS/BU)

Will take reasonably practicable steps to:

- Exercise '[due diligence](#)' to ensure compliance with the intent of this policy directive
- Understand the impact of work and personal circumstances on individual health, wellbeing and fitness for work and act so as to minimise risks to worker health, wellbeing, and fitness for work
- Promote and model positive [leadership behaviour](#) and culture
- Engage management at all levels to actively manage worker health, wellbeing and fitness for work across the SA Health Local Health Networks, Health Services and Business Units (LHN / HS / BU)
- Allocate appropriate resources, as far as is reasonably practicable, to enable managers to proactively implement worker health, wellbeing and fitness for work strategies, programs and initiatives
- Deploy assigned resources to enable managers to proactively implement the agreed worker health, wellbeing and fitness for work strategies and programs across their respective LHN / HS / BU

- Develop , promote and ensure implementation of strategies and programs to improve worker health, wellbeing and fitness for work across their respective LHN / HS / BU within assigned resources
- Embed a culture of respect and supportive behaviour within their respective LHN / HS / BU
- Ensure effective governance, consultation and communication systems are in place across their respective LHN / HS / BU
- Ensure effective consultation and communication between management and workers where changes may impact on the health, safety and wellbeing of people
- Ensure that all workers are informed about, and comply with, the [Code of Ethics for the South Australian Public Sector](#).

### 2.3 Executive Directors/Directors ( LHN/HS/BU)

Will take reasonably practicable steps to:

- Exercise '[due diligence](#)' to ensure compliance with the intent of this policy directive
- Actively implement and promote worker health, wellbeing and fitness for work strategies, programs and initiatives to improve worker health , wellbeing and fitness for work across areas of responsibility
- Implement allocated resources to enable managers to proactively implement worker health, wellbeing and fitness for work strategies, programs and guidance across the workplace
- Facilitate effective consultation and communication between management and workers where changes may impact on the health, wellbeing and fitness for work of people across areas of responsibility
- Understand the impact of work and personal circumstances on individual health , wellbeing and fitness for work and act so as to minimise risks to worker health, wellbeing, and fitness for work
- Ensure managers are provided with the necessary information, direction, support and training in all matters relating to this policy directive
- Ensure that all workers are informed about, and comply with, the [Code of Ethics for the South Australian Public Sector](#).

### 2.4 Site Managers/Line Managers/Supervisors/Team Leaders

Will take reasonable care to:

- Where relevant, exercise [due diligence](#) to ensure compliance with the intent of this policy directive
- Actively implement and promote the worker health, wellbeing and fitness for work strategies, programs and initiatives within areas of responsibility
- Facilitate consultation and communication between management and workers where changes may impact on the health, wellbeing and fitness for work of workers across areas of responsibility
- Understand the impact of work and personal circumstances on individual health , wellbeing and fitness for work and act so as to minimise risks to worker health, wellbeing, and fitness for work
- Consider working hours, workloads, complexity of tasks and personal circumstances to ensure that allocated work is realistic and manageable for direct reports
- Treat all discussions with workers around their health, wellbeing and fitness for work as confidential and privileged information, as per [Information Privacy Principles \(IPPS\) Instruction](#)
- Ensure that all workers are informed about, and comply with, the [Code of Ethics for the South Australian Public Sector](#).

### 2.5 Workers

Will take reasonable care to:

- Participate in health, wellbeing and fitness for work strategies and programs to improve their own health, wellbeing, and fitness for work
- Actively manage their out of work activities to ensure their health, wellbeing and fitness for work

- Ensure that they comply with, the [Code of Ethics for the South Australian Public Sector](#).

## 2.6 Health and Safety Representatives, as relevant

Will take reasonable care to:

- Actively promote and communicate with workgroup members, providing information about worker health, wellbeing and fitness for work strategies and program initiatives
- Represent workers and communicate with management to help inform appropriate strategies and programs to support worker health, wellbeing and fitness for work
- Promote and communicate with workgroup members, providing information about worker health, wellbeing and fitness for work strategies, programs and initiatives
- Participate in worker health, wellbeing and fitness for work strategies and programs to improve their own health, wellbeing, and fitness for work.
- Consider completing the [Healthy Workers – Healthy Futures](#) training module during annual [HSR training](#) as this course will provide the skills to promote positive health and well-being messages in the workplace and how to initiate changes on behalf of the work group.

## 2.7 Director , Corporate Services

Will take reasonably practicable steps to:

- Exercise '[due diligence](#)' to ensure compliance with the intent of this policy directive
- Provide support and guidance on the policy directive
- Promote and actively participate in worker health, wellbeing and fitness for work strategies, programs and initiatives.

## 2.8 Strategic Manager, Workforce Health

Will take reasonable care to:

- Promote and provide support and guidance on the policy directive
- Contribute to, promote and actively participate in worker health, wellbeing and fitness for work strategies, programs and initiatives.

## 2.9 Executive Directors/ Directors of Workforce/People and Culture ( or similar )

Will take reasonably practicable steps to:

- Exercise [due diligence](#) to ensure compliance with the intent of this policy directive
- Demonstrate an understanding of, and commitment to the promotion of worker health, wellbeing and fitness for work strategies, programs and initiatives.
- Monitor the implementation of this policy directive within the respective LHN / HS / BU
- Ensure a coordinated a coordinated WHS/HR response to support worker health , wellbeing and fitness for work across the respective LHN/HS/BU
- Ensure WHSIM/HR/OD managers are provided with the necessary information, direction, support and training in all matters relating to this policy directive

## 2.10 LHN/HS/BU WHSIM Managers and WHSIM professionals

Will take reasonable care to:

- Facilitate the implementation of this policy directive within their respective LHN/HS/BU
- Provide support and guidance to people within their respective LHN/HS/BU on the policy directive and related worker health, wellbeing and fitness for work strategies, programs and initiatives.
- Promote and monitor the implementation of this policy directive and associated worker health, wellbeing and fitness for work strategies , programs and initiatives (e.g. [Health Monitoring](#), [WorkFit and Wellbeing](#), [Prevention of Fatigue](#), review of workforce related data) within respective LHN / HS / BU.

## 3. Policy Requirements

In accordance with the [Work Health and Safety Act 2012 \(SA\)](#) and [SA Health Policy Directive – Work Health, Safety and Injury Management \(WSIM\)](#) , SA Health leadership will take reasonably practicable steps to ensure that effective strategies, programs and initiatives are maximised to

promote a culture that assists and encourages worker health, wellbeing and fitness for work. This will be realised through:

- Leaders who support workers in adopting healthy work - life behaviours and actively promote the implementation and resourcing of, and participation in health, wellbeing and fitness for work strategies, programs and initiatives including, but not limited to :
  - Ensuring job capacity requirements are considered and included in pre-employment information (e.g. job packs) where appropriate
  - Ensuring appropriate assessments are available and undertaken for roles perceived to have high physical or psychological demands or where a specific risk has been identified
  - Working in collaboration with SA Health Workforce Industrial Relations to ensure the integration of work health and safety, and human resources requirements relating to the management of [non-work related disability or medical incapacity](#)
  - Identifying and implementing strategies and programs to build and support a psychologically healthy workplace in which all people feel supported and well at work, for example:
    - Identifying and managing [psychological hazards](#) in the workplace
    - Considering programs such as, [supportive leadership skills training](#) for managers and resilience training
    - Raising awareness of mental illness and reducing stigma
    - Promoting the use of the [Employee Assistance Program](#)
- Promoting best practice approaches and improved participation in workplace health and wellbeing initiatives including
  - [SA Health Worker Health and Wellbeing Initiatives](#)
  - Compliance with the SA Health Policy Directive – [Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities](#)
- Supporting existing [SA Health Preventative Health and Wellbeing](#) initiatives and campaigns i.e. SA Health [Brief Online Health Check](#) , [Get Healthy](#), Strength for Life, SA Community Foodies
- Supporting the health and wellbeing of Aboriginal people through the provision of a more culturally responsive, culturally accountable and culturally safe service and workplace, in alignment with the [SA Health Aboriginal Health Strategy](#) and SA Health Aboriginal
- Supporting the health and wellbeing of carers through better carer engagement, in alignment with the SA Health Policy Directive - [Partnering with Carers](#)
- Implementing risk management strategies to identify hazards and risk to all workers health and wellbeing, including both physical and psychological health
- Promoting the [prevention of fatigue educational guide](#) (*in draft*) , resources and initiatives to ensure fatigue prone workplaces, at risk occupational groups and people are identified and monitored through the adoption of a risk management approach to prevent worker fatigue
- Ensuring the inclusion of worker health, wellbeing and fitness for work information is included in all [SA Health orientation programs](#)
- Developing and implementing pre-employment health assessment strategies where relevant, including but not limited to the [health monitoring program](#) for cytotoxic drugs, asbestos and noise
- Ensuring that the provision of immediate and effective [first aid](#) is available to all people in the workplace, in the event that they become injured or ill at work, including both physical and [mental first aid](#)
- Ensuring that SA Health strategies support the [prevention and response to work related infectious diseases](#), including WHS regulatory notifications for notifiable prescribed serious illness.
- Developing, implementing and maintaining an effective immunisation program for all workers in accordance with SA Health Policy Directive – [Immunisation for Health care Workers in South Australia](#) , [Immunisation Guidelines for Health Care Workers in South Australia](#) and the Federal Government's Department of Health [The Australian Immunisation Hand Book](#)

- Ensuring that Health Care Workers (HCW) are provided with access to Tuberculosis screening in accordance with the [SA Health Policy Directive - Control of TB in South Australian Health Services](#)
- Establishing a respective LHN/HS/BU based program for the [management of workers known to be infected with blood borne viruses](#), to ensure that work is appropriately assigned to mitigate the risk of transmission to other people
- Ensuring that the SA Health [WHSIM hazard identification and risk management](#) programs are effectively implemented to prevent the exposure to infectious diseases and hazardous chemicals e.g. [Fit Testing of Respiratory Protection](#).

## 4. Implementation & Monitoring

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### 4.1 Implementation principles

SA Health must develop, implement, monitor and review health, wellbeing and fitness for work strategies, programs and initiatives in a continual improvement manner.

In accordance with the *Work Health and Safety Act 2012(SA)*, its regulations and relevant codes of practice this system aims to:

- Develop strategies, programs and initiatives for worker health, wellbeing and fitness for work
- Support leaders in the allocation of resources and the promotion of SA Health worker health, wellbeing and fitness for work strategies, programs and initiatives
- Enable workers to participate in worker health, wellbeing and fitness for work strategies, programs and initiatives
- Monitor the effectiveness of worker health, wellbeing and fitness for work strategies, programs and initiatives through internal auditing and evaluations
- Review internal audit and evaluation recommendations to maintain a continuous improvement methodology for health, wellbeing and fitness for work strategies, programs and initiatives

### 4.2 Reporting

#### 4.2.1 SA Health WHSIM Corporate Documentation - Key Performance Indicators

This policy directive may be subject to KPI reporting as per the [SA Health WHSIM Performance Review and Continuous Improvement Framework](#).

#### 4.2.2 Incidents reporting and the Safety Learning System

Reference may be made to the SA Health Policy Directive – [Work Health Safety Reporting and Investigation for hazard and incident reporting and investigation](#) processes.

#### 4.2.3 Reporting Incidents to the Regulator

All dangerous incidents, work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be immediately reported to the regulator [SafeWork SA](#) in accordance with Section 38 of the *Work Health and Safety Act 2012 (SA)*.

For further guidance on how to report a notifiable incident, refer to flowchart SA Health WHSIM Form – [Reporting and Notification of a Notifiable Incident](#)

### 4.3 Monitoring and Evaluation

In accordance with SA Health Policy Directive - [Performance Review and Continuous Improvement](#), implementation of this policy directive will be monitored via the SA Health WHSIM Internal Audit Program against the following criteria:

- Evidence of worker and management participation in SA Health worker health, wellbeing and fitness for work strategies, programs and initiatives included in worker induction and orientation packages
- Evidence of worker induction and orientation programs embedding respectful behaviour and access to resilience training

- Evidence of identification of job capacity requirements in pre – employment job packs where applicable
- Evidence of assessments being conducted when necessary for roles perceived to have a high physical and/or psychological demand or where a specific risk is identified
- Evidence that processes are in place for the management of workers with a non-work related disability or medical incapacity
- Evidence of on-going evaluation and review of health, wellbeing and fitness for work strategies, programs and initiatives through the use of audits, tools and surveys
- Evidence of worker participation in health monitoring programs e.g. cytotoxic drugs health monitoring
- Evidence of the implementation of measures to prevent workplace fatigue including the use of the workplace Fatigue Scan to identify fatigue prone workplaces
- Evidence of accessibility of workers to first aid provisions while at work and appropriate use e.g. by checking first aid records
- Evidence of worker participation in preventing and responding to work related infectious diseases including the process for the management of blood and body fluid exposure and local notification
- Evidence of worker participation in health care worker immunisation programs
- Evidence of worker participation in the Tuberculosis screening
- Evidence of worker and management participation in the management of workers known to be infected with blood borne viruses
- Evidence of implementation of the SA Health WHSIM hazard identification and risk management program as the management strategy to prevent the exposure to infectious diseases e.g. Fit Testing of Respiratory Protection.

## 5. National Safety and Quality Health Service Standards

<a href="#">National Standard 1</a> <a href="#">Governance for Safety and Quality in Health Care</a>	<a href="#">National Standard 2</a> <a href="#">Partnering with Consumers</a>	<a href="#">National Standard 3</a> <a href="#">Preventing &amp; Controlling Healthcare associated infections</a>	<a href="#">National Standard 4</a> <a href="#">Medication Safety</a>	<a href="#">National Standard 5</a> <a href="#">Patient Identification &amp; Procedure Matching</a>	<a href="#">National Standard 6</a> <a href="#">Clinical Handover</a>	<a href="#">National Standard 7</a> <a href="#">Blood and Blood Products</a>	<a href="#">National Standard 8</a> <a href="#">Preventing &amp; Managing Pressure Injuries</a>	<a href="#">National Standard 9</a> <a href="#">Recognising &amp; Responding to Clinical Deterioration</a>	<a href="#">National Standard 10</a> <a href="#">Preventing Falls &amp; Harm from Falls</a>
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Please note these National Standards above apply until 31 December 2018.

The National Standards below will be implemented from 1 January 2019.

<a href="#">National Standard 1</a> <a href="#">Clinical Governance</a>	<a href="#">National Standard 2</a> <a href="#">Partnering with Consumers</a>	<a href="#">National Standard 3</a> <a href="#">Preventing &amp; Controlling Healthcare-Associated Infection</a>	<a href="#">National Standard 4</a> <a href="#">Medication Safety</a>	<a href="#">National Standard 5</a> <a href="#">Comprehensive Care</a>	<a href="#">National Standard 6</a> <a href="#">Communicating for Safety</a>	<a href="#">National Standard 7</a> <a href="#">Blood Management</a>	<a href="#">National Standard 8</a> <a href="#">Recognising &amp; Responding to Acute Deterioration</a>
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## 6. Definitions

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In the context of this document:

- Health is defined as “A state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity” (WHO 1986)
- Health Care Workers ( HCW ) refers to all those who have contact with patients or contact with blood or other body substances from patients in a health-care or laboratory setting as a result of their workplace activities. These include:
  - medical, dental, nursing, allied health, emergency health care workers (ambulance and volunteer first aid workers), laboratory staff and mortuary workers, including all trainees and student health care workers in these groups
  - employees of health care institutions such as maintenance engineers who service equipment, sterilising service staff, cleaners, orderlies and staff responsible for the decontamination and disposal of contaminated materials, catering staff and ward clerks, office clerical staff, garden and kitchen staff
  - all in the groups above whether full-time, part-time, permanent, temporary, casual or agency staff, and also including contractors and volunteers.

## 7. Associated Policy Directives / Policy Guidelines and Resources

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- [Ottawa Charter for Health Promotion, WHO Geneva, 1986](#)
- [Work Health and Safety Act 2012 \(SA\)](#)
- [Work Health and Safety Regulations 2012 \(SA\)](#)
- [Return to Work Act 2014](#)
- [Building Safety Excellence in the Public Sector](#)
- [Code of Ethics for the South Australian Public Sector.](#)
- SA Health WHSIM Policy Directive – [Work Health and Safety Management](#)
- SA Health WHSIM Policy Directive – [Hazard Identification and Risk Management](#)
- SA Health WHSIM Procedure – [Mechanisms for Hazard Identification and Risk Management](#)
- [SA Health Risk Management Framework](#)
- SA Health Internet – [Healthy Workers Healthy Futures Initiative](#)
- SA Health Policy Directive - [Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities](#)
- SA Health Policy Directive – [Aboriginal Health Policy](#)
- SA Health Policy Directive – [Aboriginal Cultural Respect Framework](#)
- SA Health Policy Guideline – [Clinical guideline for respiratory protection against airborne infectious diseases](#)
- SA Health Policy Guideline - [Management of Non-Work Related Disability or Medical Incapacity](#)
- [SA Health Prevention of Fatigue](#)
- [SA Health Psychological Health Strategy](#)
- SA Health Policy Guideline - [Psychological Health](#)
- [SA Health Psychological Hazard Identification and Management Procedure](#)
- [Guide to building resilience and achieving safety and wellbeing through change](#)
- SA Health Policy Directive - [Respectful Behaviour](#)
- [South Australian Alcohol and Other Drug Strategy 2017 – 2021](#)
- [Cultural Respect Framework 2016 – 2026 for Aboriginal and Torres Strait Islander Health](#)
- SA Health Policy Directive – [Flexible Workplaces](#)

## 8. Document Ownership & History

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16/10/2012	V1.0	Portfolio Executive	PE Approved version.