

HEALTH AND WELLBEING AT MONASH UNIVERSITY PROCEDURE

August 2016

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE	2
3. PRINCIPLES.....	2
4. SPECIFIC RESPONSIBILITIES.....	2
4.1 OHS HEALTH AND WELLBEING TEAM.....	2
4.2 MANAGERS AND SUPERVISORS	3
4.3 STAFF.....	3
5. REFERENCES	4

1. PURPOSE

The purpose of this procedure is to create a safe and healthy work environment that promotes the health and resilience of Monash staff, by creating a workplace culture and environment that values, supports and promotes programs and policies that improve the physical, and mental health and wellbeing of employees.

2. SCOPE

This Procedure applies to staff at Monash University Australian campuses.

3. PRINCIPLES

The guiding principles which underpin this procedure include that the University Health and Wellbeing programs should:

- Be aligned with the World Health Organization definition of a Healthy Workplace and health and wellbeing;
- Promote 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 health knowledge and skills of employees;
 - promoting and facilitating active participation by employees in health promoting initiatives;
 - and create health promoting environments.

4. SPECIFIC RESPONSIBILITIES

4.1 OHS HEALTH AND WELLBEING TEAM

- Raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activity, healthy eating and mental health advocacy programs
- Contribute to creating a positive and equitable workplace environment where health and wellbeing programs are supported by management through visible participation and promotion
- Promote and encourage participation in proactive programs and policies through the provision of activities and events that support physical, nutritional and mental health, wellbeing and work life balance initiatives at work and outside the workplace
- Inform employees about issues relating to health and wellbeing.
- Consult with relevant stakeholders across the University in the initiation, development and delivery of health and wellbeing programs and initiatives

- Contribute to creating an environment that supports and encourages physical activity
- Facilitate participation in wellbeing programs and initiatives through consultation and engagement with faculties and divisions
- Provide information and data to support faculties and divisions in their decision-making processes in regard to the health and wellbeing of their staff

4.2 MANAGERS AND SUPERVISORS

- Raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activity, healthy eating and mental health advocacy programs
- Create and promote a positive and equitable workplace environment through visible participation and promotion of programs and services
- Promote and encourage staff participation in proactive programs and services that support the physical, nutritional, and mental health, wellbeing and work life balance initiatives at work and outside the workplace
- Promote resources available for issues relating to health and wellbeing
- Encourage participation in and allow time for health and wellbeing programs and activities
- Create and participate in an environment that supports and encourages incidental activity and opportunities for active behaviours such as reduced sitting time, walking meetings, taking the stairs
- Healthy food and drink options are provided, encouraged and accessible at events, functions and meetings
- Consider supporting staff participation in health and wellbeing programs and activities through provision of funding
- Ensure health and wellbeing is placed on agendas of staff meetings

4.3 STAFF

- Raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activity, healthy eating and mental health advocacy programs
- Create and promote a positive and equitable workplace environment through visible participation in programs and services
- Promote and encourage staff participation in proactive programs and services that support the physical, nutritional and mental health, wellbeing and work life balance initiatives at work and outside the workplace
- Encourage participation in and allow time for health and wellbeing programs and activities

- Create and participate in an environment that supports and encourages incidental activity and opportunities for active behaviours such as reduced sitting time, walking meetings, taking the stairs
- Healthy food and drink options are provided, encouraged and accessible at events, functions and meetings
- Participate and engage in meetings where health and wellbeing is discussed

5. REFERENCES

http://www.monash.edu/__data/assets/pdf_file/0006/181437/wellbeing-policy1.pdf