

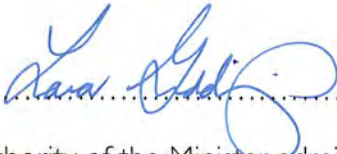
Employment Direction No. 23

WORKPLACE HEALTH AND WELLBEING

Operative Date: 4 February 2013

Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements set out in this Employment Direction are to apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

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Attachment 1 - Guidelines: Implementing a Health and Wellbeing Program

1. Purpose

The Tasmanian Government seeks to increase the efficiency and productivity of the State Service through a State Service culture that values, supports and improves the health and wellbeing of employees.

This Direction prescribes the requirement for all State Service Agencies in relation to the implementation of workplace health and wellbeing programs.

2. Application

This policy applies to all State Service agencies and organisations with employees who are employed in accordance with the *State Service Act 2000*.

3. Legislative Basis and Related Documents

State Service Act 2000 (the Act), Section 7:

- (h) the State Service establishes workplace practices that encourage communication, consultation, cooperation and input from employees on matters that affect their work and workplace; and
- (i) the State Service provides a fair, flexible, safe and rewarding workplace.

4. Specific Objectives

The specific objectives of Agency health and wellbeing programs are:

- to improve health and wellbeing of employees and the whole of the State Service. This may include but is not limited to, issues associated with smoking, nutrition, physical activity, alcohol consumption and mental health and wellbeing;
- to increase the identification of the State Service as an attractive place to work;
- to improve the support that the State Service provides to its employees to enhance their health and wellbeing;
- to increase the productivity of the State Service; and
- to complement and/or be integrated with workforce health and safety systems and policy.

5. Directive

5.1 Powers Exercised by the Employer

Head of Agencies are to develop and maintain a workplace health and wellbeing program. An Agency program must:

- identify and address issues specific to the needs of the Agency and employees;
- involve voluntary participation by employees;

- include strategies addressing individual, organisational policy and environmental changes;
- promote equity in the workplace (Section 7 (1)(1) of the Act) by meeting the needs of employees irrespective of their current health status;
- be coordinated within the organisation with identified responsibility for programs and governance and management structures established;
- be focussed on prevention and proactive strategies; and
- complement and/or be integrated with workforce health and safety goals.

Guidelines for the development and maintenance of workplace health and wellbeing programs are provided as a supporting document to the Employment Direction.

5.2 Evaluation and Assessment

Agencies will be required to:

- develop and maintain a health and wellbeing program plan and associated set of performance indicators to evaluate the effectiveness and outcomes of the Agency's workplace health and wellbeing program;
- report annually on the status of their health and wellbeing program within Agency Annual Reports and providing a summary of program highlights for the reporting period; and
- provide evidence of programs that use preventative strategies to address identified priority issues for Agencies and the service as a whole such as smoking, nutrition, hydration, physical activity, sedentary behaviour, alcohol, stress/psychological distress and mental health.

The minimum level of reporting by Agencies each financial year will be to identify:

- participation (number of employees) in whole of service programs (by program); and
- participation (number of employees) in Agency specific programs (by program).

Agencies will continue to participate in the whole of service health and wellbeing survey, which is presently undertaken annually in partnership with the Menzies Research Institute Tasmania.

6. Date of Operation

This Direction is effective from the date of issue.

7. Review

This Direction will be reviewed by 4 February 2014.