

Employee Health & Wellbeing



Swan Hill District Health

Health Promotion Department
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Human Resource services

Swan Hill District Health is committed to providing all employees with a healthy and safe working environment free from bullying, harassment and occupational violence. Several policies within the organisation are dedicated to ensuring all employees are supported, refer to page 4 for details.

Staff are responsible for ensuring that they comply with all SHDH policies, particularly the 'code of conduct for Victorian Public Sector Employees', and that they demonstrate SHDH values at all times.

The Human Resources Department is available to support staff with any further information that they may require.

Staff health & wellbeing survey

We value your input and suggestions in how employee health and wellbeing can be supported at Swan Hill District Health. One way to determine the needs of staff is to undertake an annual staff health & wellbeing survey. This survey provides opportunity for us to learn what topics and activities you are interested in and also how we can adapt to ensure that your needs are met. The survey is provided to all staff annually and the results are used to inform and further develop the staff Health & Wellbeing Plan and activities. Your participation is vital.



You can also contribute to shaping the health and wellbeing plan by participating in all that is on offer to staff at Swan Hill District Health. The uptake of services and activities by staff will be monitored to ensure that they are appropriate and meeting the needs of staff.

Suggestion boxes are located throughout the organisation and are also a way of you providing comments, compliments and feedback.

Individual care services

Employees for Swan Hill District Health are provided the following services free of charge (generally unless prolonged service is required; the cost of orthotics will be borne by staff members). For Pathology and Radiology services, staff will be charged the Medicare rebate (please take your Medicare card and staff ID badge).

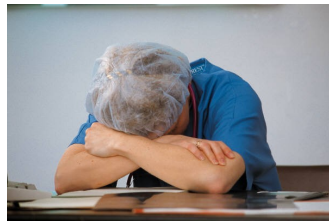
Bookings are essential at the relevant department reception (please show your staff ID or let receptionist know that you are a staff member)

- **Well Women's Clinic**– this service includes provision of Pap tests, breast health education, & family planning advice.
- **Health risk assessment**–includes Type 2 Diabetes & heart risk.
- **Diabetes Education**–provided by Credentialed Diabetes Educator.
- **Dietetics**– provision of education and support with healthy eating and management of diet related disease
- **Podiatry**–care of conditions affecting feet
- **Physiotherapy**– treatment, hydrotherapy & education
- **Speech Pathology**– speech & language therapy
- **Occupational Therapy**– activities of daily living assessment
- **Alcohol & Other Drug service**– information and programs
- **Counselling**–stress & anger management; relationship, family, grief & loss counselling, mediation

Financial assistance

Swan Hill District Health offers assistance under the following policies

- Salary packaging
- Study scholarships
- Employee relocation assistance
- Meal & Entertainment allowance



Introduction

The health and wellbeing of staff at Swan Hill District Health (SHDH) are a high priority for our organisation. Following the World Health Organisation (WHO) Healthy Workplace Model, SHDH has many workplace interventions that are in place to improve employee health and wellbeing.

The WHO definition of a healthy workplace is one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers and the sustainability of the workplace by considering the following, based on identified needs:

- Physical work environment
- Psychosocial work environment
- Personal health resources, and
- Enterprise community involvement

This booklet outlines how SHDH supports the health and wellbeing of our staff. Your input and feedback is highly valued in this process.

Mr Ted Rayment
Chief Executive Officer



Physical environment

The physical work environment: this refers to the factors that can affect workers physical safety and health as well as mental health and wellbeing. It is important that hazards are identified and managed.

A range of policies exist to support the health and wellbeing of staff; it is important that you are familiar with these policies and work in a manner to reduce occupational risk to yourself and others. These policies include:

- Staff Health and Wellbeing Policy
- Staff Health-Occupational Health and Safety Policy
- Harassment/Discrimination Complaint Policy
- Workplace Bullying Policy
- Staff Immunisation Policy
- Alcohol Policy
- Food and Nutrition Policy
- Smoke Free Workplace Policy
- Sunsmart Policy



These policies and other relevant protocols can be found in the computer desktop icon titled **SHDH Polices and Protocols**.



SHDH Polices and Protocols.url

Social activities

Social club Every staff member at SHDH is an automatic member of the SHDH social club. A small percentage of the salary-packaging fee you are charged each fortnight is allocated to the Social Club budget. Throughout the year the Social Club conducts various events at minimum cost to SHDH employees. Usually there are a number of main functions held through the year, including:

- Christmas function
- Children's Christmas BBQ fun day
- A trip to Manangatang Races
- A mid year function
- Winery tour
- Bus trips to Melbourne for sporting events and theatre performances
- Monthly social gatherings at a local club or hotel



If you have any suggestions for the Social Club, you can attend meetings or put them in the feedback box in the cafeteria.

Mentoring This program is available to provide support to new staff in orientation to the organisation and community to enhance work and lifestyle experience at SHDH. If you are interested in either having a mentor or becoming a mentor please discuss with your Department Head.

Access to Physical Activity options directories The Health Promotion Department keep up to date directories for physical activity options on our website. These include contact details of sporting and recreational clubs and facilities for young children to adults. Go to [www.shdh.org.au/services/workplace health](http://www.shdh.org.au/services/workplace%20health).

Mental health & wellbeing

Employee Assistance Program Personal problems are part of life. Whether it is a chronic or a situational problem it can affect behaviour at work as well as one's personal life. The issues people have may be work or non work related; however both are likely to impact on the workplace. At times there is a need to seek assistance for help to effectively manage these problems. To facilitate this, an Employee Assistance Program (EAP) is available to staff and members of their immediate family.



The EAP is a confidential counselling service sponsored by SHDH for all employees. The service can provide help with such concerns as:

- Family relationships
- Trauma and grief
- Work related (e.g. Conflict, organisational change, anxiety, stress, harassment, etc.)
- Any other problems concerning you or your family.

It should be noted that EAP is not intended to resolve any work related issues but will provide options to dealing with such difficulties.

Resolution of work issues need to be addressed within the organisational management structure.

For further information contact your Department Head or the Human Resource Department.



Psychosocial environment

The psychosocial work environment: includes organisational culture as well as attitudes, values, beliefs and daily practices in the organisation that affect the mental and physical well-being of employees.

SHDH senior management and staff aim to demonstrate the organisation's values at all times. These are:

- **Respect**
- **Professionalism**
- **Caring**
- **Committed**
- **Collaboration**

To assist staff to achieve this aim the following opportunities/activities are in place.....

Communication

- Annual health and wellbeing staff survey
- Staff participation in working groups/committees, and events
- Regular staff bulletin
- Information access

Leadership and support

- Organisational structure and reporting processes
- Annual performance guidance planning with manager
- Rewards and recognition
- Department/team meetings

Organisational commitment to training and development

- Staff development days (annual attendance)
- Study and conference leave
- Informal and online learning opportunities

Personal supports

- Human Resource Department services
- Social club and events
- Salary Packaging
- Employee assistance program (see page 12)
- New employee mentoring program

Personal health & community

Personal health resources: the following pages are dedicated to services and activities provided by SHDH to you as an employee that assist you with leading a healthy lifestyle. These include staff immunisations, health risk assessment, access to healthy food choices, opportunities to be physically active and mental wellbeing supports. We value your feedback and participation, please let us know if you have any further needs/ suggestions by participating in staff surveys or via the feedback system.



Enterprise community involvement: this refers to the activities in which an enterprise might engage to support the social and physical wellbeing of a community in which it operates. This includes

- Ensuring we have equality policies in place, particularly for vulnerable groups
- Ensuring that we provide inclusive services to our community This may mean use of interpreter services, and consideration of cultural diversity within the workplace (both with staff and patients/clients), see cultural policy. Note: SHDH provides Halal food for staff and patients
- Working towards 'Baby Friendly Health Service' accreditation which focuses on providing a supportive setting for breastfeeding
- Consideration of our effect on the environment, waste management
- Ensuring new comers to our community are supported and welcomed, including employees' families and partners
- Supporting the creating of community settings that encourage healthy lifestyles, such as walking tracks and cycling
- Supporting community services and fundraising as appropriate within the context of improving the health and wellbeing of those most in need.

Smoking

Smoking is a health risk. SHDH as an employer has a responsibility under the Occupational Health & Safety Act 2004 to provide and maintain so far as practicable a working environment that is safe and without risk to others. A smoke free environment will assist SHDH eliminate potential litigation due to passive smoking, reduce fire risk and enhance the image of SHDH as a promoter of a healthy lifestyle to the community.

Policy outcomes are:

Smoking is prohibited on or within all SHDH property including Nyah campus with the exception of

1. The designated smoking area near staff cafeteria for staff (this area is to be used by all staff smoking whilst on duty during daylight hours within their approved work breaks).
2. The designated area in residential aged care in fenced garden area for aged care residents, in compliance with Aged Care standards
3. Palliative care patients on humanitarian grounds, and in extreme cases, families of these patients
4. Acute psychiatric patients where patients may be unable to reason logically or where denial of cigarettes may lead to unacceptable behaviour

This is applicable to staff, contractors, patients, residents and visitors.

To respond to the health needs of smokers SHDH will offer support to both staff and patients through the provision of

- Information on QUIT strategies- available from SHDH Counselling Service (located at 13 Pritchard Street, ext 39219)
- Nicotine patches- available from pharmacy at cost price to those staff who are actively participating with QUIT strategies from the SHDH Counselling Service.



Physical Activity

Subsidy for gym membership

Swan Hill Leisure Centre offer a discount on some memberships to SHDH employees. Take your staff identification badge along when you enquire.

21 Pritchard Street, Swan Hill, 3585
Phone: 5032 5222

Curves-Swan Hill offer a discount on memberships to SHDH employees. Take your staff identification badge along when you enquire.

94 Chapman Street, Swan Hill, 3585
Phone: 5032 9557

Feelgood Fitness– Swan Hill offer a discount on some memberships to SHDH employees. Take your staff identification badge along when you enquire.

121-123 Campbell Street, Swan Hill, 3585
Phone: 5032 5468

Access to Exercise Physiologist support/programs Individualised advice and support can be provided to employees through consultation with an Exercise Physiologist. Staff can book an appointment by contacting Allied Health on 39390 or calling at Allied Health reception. Health Promotion hold regular programs for adults that include physical activity opportunity and advice and staff are very welcome to attend these.

Alcohol

Swan Hill District Health has a Duty of Care for all people who attend their functions by encouraging the responsible use of alcohol by staff and guests while at SHDH functions. Refer to SHDH policies and protocols– Alcohol Policy.



Health Risk Checks

Health risk checks are convenient, easy and confidential health assessments conducted in your workplace. By participating in these checks, workers will learn more about their risk of heart disease and type 2 diabetes. The checks look at factors that impact personal health such as diet, exercise, smoking and alcohol consumption.

A trained health professional will conduct the checks. Participating workers will: Complete a **short questionnaire**, have their **waist circumference**, **blood cholesterol** and **blood pressure** measured; and, receive immediate information and advice based on their results.

Participation is voluntary and each worker's results will always remain strictly confidential.

You can book in for a health risk check by contacting the Health Promotion Department on 39337 or calling in to the office at 60 McCrae Street.



Staff Immunisations

SHDH is committed to the provision and maintenance of immunity in health care workers to assist in prevention of transmission of vaccine preventable diseases to and from patients. Staff may be offered vaccines in accordance with the Staff Immunisation Policy.

Employee immunisation records are kept strictly confidential. For further information contact the Infection Control Nurse.



Go Green Healthy Choice Program

Go Green' Cafeteria Choices

The cafeteria has been providing healthy lunch alternatives for the last few years through the Go Green Healthy Choice program. These can be easily identified through the Go Green posters in the cafeteria. The Go Green criteria use saturated fat and kilojoules to classify meals. All meals must include half a plate of salad and a low fat starch. Posters displayed in the cafeteria let you know the options for the day and whether they are **Green**, **Amber** or **Red**.

Each **Go Green** meal consists of half a plate of salad or vegetables, has <2000kJ and <2g saturated fat per 100g. If you select a green option, make sure you get your **Go Green meal card** stamped (ask at the servery if you need a card). This is a great incentive to eat healthy. Purchase five green meals and get one green meal free!



Amber and **red** meal choices are also available. **Amber**, or select carefully meals, include a moderate amount of energy and saturated fat when served with undressed salad and a low fat starch. These have 2000-2500kJ per serve and 2-4 g saturated fat per 100g. **Red** choices, or choose occasionally choices, have >2500kJ per serve and >4g saturated fat per 100g when served with undressed salad and a low fat starch. Choosing a half portion of red or amber meals can make them healthier still.

Go Green' Healthy Catering Choices

The Food & Nutrition Policy of SHDH encourages staff to provide a healthy choice when catering for meetings and events. Further information can be provided by the Dietetics & Food Service Departments.

Access to Dietetic support/programs

Individualised advice and support can be provided to employees through consultation with a Dietitian. Staff can book an appointment by contacting Health Promotion on 39337 or calling at 60 McCrae Street. Health Promotion hold regular programs for adults that include healthy eating advice and staff are very welcome to attend these.


Physical Activity

Walking

Many employees of SHDH spend most of their workday on their feet walking, however many are also in sedentary positions which require many hours of sitting. If you are unsure of how active you are at work and outside of work, why not participate in a Pedometer Challenge or purchase a pedometer and monitor yourself. It may be beneficial to fit in some extra steps in your day by taking a stroll for your break instead of sitting for a cuppa; going for a walk at lunch-time, or even walking to see a colleague instead of emailing or phoning.



Cycling

SHDH has provision of undercover bike racks for staff who prefer to cycle to work, however you need to bring your own bike security lock. The bike racks are located beside the Quality & Risk Office, off High Street and behind the Emergency Department - see  Shower facilities are also available in the west end of the acute ward or near the Engineering Services workshop- see 