





Why is having a framework important?

A well employee is a safe employee. If a person actively values and protects their health (mental and physical), they are less likely to engage in workplace behaviours that compromise their safety. Having a safe, healthy and well team of employees is a great investment for the future of your business.

The framework is a tool to use to guide you in implementing a wellness program in your workplace. It takes away that question of “where do I even start in putting a wellness program in place”.

The elements of the framework are not a linear process. You don't have to have all elements in place to create a team of well employees.

You may choose one, some or all of the elements to implement into your workplace. The investment in your employees will be invaluable.

Documenting and detailing the Policies and Procedures

- Policies are a strong statement and commitment from the leadership team to build and nurture a healthy, safe and well culture.
- Policies and procedures provide the details and boundaries of the Wellbeing Program and should form part of your WHS Management System and be reflected in your Staff Manual. These documents must make it clear in black and white about what is acceptable and what is not.
- The induction process must be strong, clear and understood by all new employees coming into your team.
- The best policies and procedures are ones that are developed in conjunction and consultation with employees. When employees are involved, they are engaged and have ownership.
- These documents are to be widely communicated throughout the workforce.
- The policies and procedures have absolutely no value if you don't thoroughly implement them and proactively remove bad behaviour from the workplace. This is one of the healthiest actions you will EVER do for your workplace culture.

The benefits of having an Employee Assistance Program / Provider

An Employee Assistance Program is a confidential counselling service offered by employers to their employees to help with their wellbeing.

- An employee can generally access a number of counselling sessions to help deal with work and/or personal issues.
- All EAP sessions are confidential and are designed to provide initial support and options to the employee to get long term solutions.
- There are a number of excellent EAP organisations in Australia that you can engage. The EAP organisation generally provides promotional materials to communicate the service through your workforce.
- It's a fact that employees will highly value knowing that their workplace cares about them even if they have outside influences outside the workplace

Open and Respectful Conversations – some tips

Promoting a zero-tolerance to bullying and unwanted behaviours will help build confidence in your people to have open and respectful conversations.

- This includes anyone in the company having the confidence, skills and support to respectfully challenge unwanted behaviours and language from others.
- The policies are to document the reporting and response requirements around bullying and unwanted behaviours and also the potential consequences for breaches and to protect staff against victimisation.

Identifying and supporting safe people for others to talk to

Sometimes a sounding board is what people need to talk out an issue and bounce ideas off.

- As part of the wellbeing framework, there may be internal and/or external people that you can identify as Wellbeing Champions (or your choice of title!).
- So they can provide the best support (and be supported themselves), they are to be provided with additional training and resources to be able to receive and give information about the issues being raised.
- If you choose to go with an external wellbeing provider, they often have extra resources for these champions.

Volunteering – how giving back helps

Volunteering is a great way to give back to the community, but it also has very cool benefits to individuals too!

- It can give people a sense of achievement and purpose and a being part of the community.
- Individuals can find the right volunteering opportunity that provides a win win benefit for all parties.
- Volunteering can help boost a person's self-esteem and confidence and even provide cool new skills.
- Participating in a group volunteering activity with team members can provide amazing opportunities to build strong networks.
- Look out for team mental health fundraising activities such as walks or morning teas – not only are you raising money to fund mental health initiatives, but it's a great way of building healthy relationships with team mates.

Safety and Wellbeing Committee

Let's move away from the traditional committee structures and agendas and put the health and wellbeing of employees in the spotlight!

- A committee is a great way of establishing your framework and building momentum for your wellbeing program.

- It builds accountability through the use of action plans and objectives.
- The committee can hold the function of measuring and monitoring the success and progress of the wellbeing program.
- It can also be the communication function for the wins of the program! Celebrating wins – big and small – is a great way of building a strong and well culture.

External Resources

There are some amazing mental health organisations doing great things in Australia. Links are below. You may already have a preferred provider – use who you are comfortable with!

- Heads Up / Beyond Blue www.headsup.org.au
- R U OK Day www.ruok.org.au
- Mental Health Support Kit www.mentalhealthsupportkit.com.au
- Black Dog Institute www.blackdoginstitute.org.au/
- Mental Health First Aid <https://www.mhfa.com.au/>

The framework was developed in collaboration with Steve Edgar from Coolangatta Surf Club, who recently wrote a powerful LinkedIn post on Pandemic Fatigue (see below).

Such was the resonance in the community, Steve has spoken on ABC news and other media outlets since this post was released. Steve has offered to speak to other Clubs either in person or online about pandemic fatigue, the effects on club personnel and how to manage mental health issues. This is a topic that he feels very strongly about and is open to sharing his personal story and how he supports his team at Cooly Surf. Steve can be contacted on 0421 220 135 or steve@coolangattasurfclub.com



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Pandemic Fatigue. its a real thing. Its a different thing for different people. it might look like copy and paste from the last time.

This time for me I have been affected in a different way. I think I feel a bit more worn down. As a leader people naturally look to you for direction which normally is great for me. I know there are many people worse off than me. I swallowed my fear yesterday and reached out to my family GP and organised a mental health care plan. I feel very relieved that I have. I have my first appointment next week. My friends will tell you that I am passionate about mental health awareness. its one thing talking about this issue and another thing to take the actual step to ask for help. I can tell you that its very easy to do. Medicare have provision for 20 visits to a phycologist. I will always be here to help and I am not afraid to tell my own story. I'm not brave I'm just me. If you are feeling this struggle I strongly encourage to pick up the phone and make the call to your GP and ask for a mental health care plan. [#aintweaktospeak](#)

[#blackdoginstitute](#) [#beyondblue](#) [#lifeline](#) [#mentalhealth](#)
[#mentalhealthawareness](#) [#selfcare](#) [#wellness](#) [#depression](#)