



# Health and Wellbeing Plan

Owner: Dragline Cleaning Services Pty Ltd

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Version 1

Authorised by Justin Goodwin – Executive Manager

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# Health and Wellbeing Plan

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## 1 Policy Statement

Dragline Cleaning Services Pty Ltd (DCS) will ensure that all work practices, the work environment and the workplace culture will value, enhance and protect the health and wellbeing of all employees.

## 2 Scope

This workplace Health and Wellbeing Plan outlines how DCS will support the health and wellbeing of all employees. The policy is applicable to all DCS employees and aligns with other relevant health and safety policies and guidelines, including the Drug and Alcohol Testing Procedure and Rehabilitation Policy and Procedure.

## 3 Goals and Objectives

This workplace health and wellbeing policy provides the foundation for developing activities and modifying work environments, procedures and practices that support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community.

DCS will enhance workplace health and wellbeing by:

- establishing and supporting a workplace health and wellbeing committee
- creating and supporting a workplace health and wellbeing program
- consulting with employees to ensure workplace health and wellbeing strategies meet the needs of the workforce
- supporting employee participation in health and wellbeing activities (including allowing activities to be held on work premises outside of work hours)
- supporting employees to adopt and maintain healthy behaviours and decrease unhealthy behaviours.

## 4 Responsibilities

### 4.1 Executive Management Team/Management team

The DCS senior executives will do all they can to enhance the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of employee health and wellbeing and employees have the opportunity to participate in health and wellbeing activities.

DCS senior executives will participate in and encourage employee participation in the health and wellbeing program and support and contribute ideas, opinions and expertise to the work of the health and wellbeing committee.

### 4.2 Workforce Planner

The DCS human resources department will endeavour to enhance the health and wellbeing of employees by ensuring that the health of employees is valued, workplace environments and systems are supportive of worker health and wellbeing, and employees have the opportunity to participate in health and wellbeing activities.

DCS human resources department will review, revise or develop human resources policies that ensure consistency with this policy and support for workplace health and wellbeing, in consultation with the health and wellbeing committee and health and wellbeing coordinator.

### 4.3 Workplace Health and Wellbeing Committee

The DCS workplace health and wellbeing committee will enhance workplace health and wellbeing by assessing needs, collaboratively developing, implementing and evaluating health and wellbeing initiatives, and facilitating long term cooperation and commitment to workplace health and wellbeing.

### 4.4 Employees

DCS employees will work within any procedures and policies implemented to address workplace health and wellbeing, contribute ideas, opinions and expertise to the workplace health and wellbeing committee and health and wellbeing coordinator and participate in relevant initiatives.

#### 4.4.1 Employee Assistance Program (EAP)

DCS provides employees assistance with all medical and wellbeing matters upon request. DCS employees support referrals are as follows:

Harbour Road Medical  
47 Harbour Road, North Mackay QLD 4740  
(07) 4953 2566  
Dr Manda Brits and Dr Indu Vetrivel

#### 4.4.2 Health and Wellbeing Activities

Health and wellbeing activities that contribute to the achievement of this policy's aims and objectives will be outlined within the collaboratively developed health and wellbeing plan. The health and wellbeing plan identify specific health and wellbeing initiatives and their management.

#### 4.4.3 Policy Review

This workplace health and wellbeing policy will be reviewed annually by the health and wellbeing committee and the health and wellbeing coordinator in conjunction with Management.

## 5 References

- HSE Value Statement
- Safety Management Plan
- Drug and Alcohol Testing Procedure
- Rehabilitation Policy and Procedure

## APPENDIX 1



# Health and Wellbeing Program 2020

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MONTH	TOPIC	ACTIVITY
JANUARY	Wet Weather Cyclone Session Preparedness	Safety Briefs to be distributed on Cyclone Preparation and Water Inundation – If Its Flooded Forget It Message  Cyclone Data sheets - <a href="https://www.qld.gov.au/emergency/dealing-disasters/disaster-types/cyclone-severe-storm">https://www.qld.gov.au/emergency/dealing-disasters/disaster-types/cyclone-severe-storm</a>
FEBRUARY	DCS – Dedication. Compassion. Safety	Group crew meeting – BBQ setting expectations and establishing MATES for MATES
MARCH	Environment 1/3/2020 Harbour precinct  8/3/2020 International Women’s Day	Clean Up Australia Day Activity – Group Initiative  Setting up Environmental involvement opportunities as an Organisation  Sending out Comms on Cleanliness and impact of our environment with each other
APRIL	Safety Reset – Review of current quarterly safety issues and concerns to address and implement improvement initiatives	Crew Meeting
MAY	Flu Awareness	Health Briefs for Winter session
JUNE	Bowl Cancer Awareness Month –	Information brief on one of the highest fatality rating cancers
JULY	Dry July Challenge	DCS Dry July Challenge
AUGUST	Kick Back in for Summer – Health and Diet Education	Information Briefs for Food and Fitness
SEPTEMBER	Safety Reset – Review of current quarterly safety issues and concerns to address and implement improvement initiatives	Crew Meeting
OCTOBER	Anxiety and Depression Awareness Month	Communication and local resources connections <a href="https://www.beyondblue.org.au/">https://www.beyondblue.org.au/</a>
NOVEMBER	Movember	DCS Movember Challenge <a href="https://au.movember.com/">https://au.movember.com/</a>
DECEMBER	Holiday Season	Health and Wellbeing Message and Function