



THE HUTCHINS SCHOOL

Staff mental health and wellbeing policy

Relevant legislation	Work Health and Safety Act 2012 (Tas) Work Health and Safety Regulations 2012 (Tas)
Commencement date	01 April 2024
Last review date	01 April 2024

1. Purpose

The purpose of this policy is to support the mental health and wellbeing of staff at The Hutchins School (the School) by defining the School's commitment to mitigating psychosocial risk.

2. Scope

This policy applies to all staff at the School.

3. Objectives

The primary objective of this policy is to support mental health and wellbeing in staff at the School by outlining the strategies that are in place to mitigate psychosocial risk. These strategies and processes are designed to ensure that psychosocial hazards and their causes are identified, and that the associated risks are assessed and controlled.

This policy supports and should be read in conjunction with the [Staff Health and Wellbeing Framework](#).

4. Definitions

Mental health	A state of wellbeing in which the individual realises his or her own abilities, can cope with normal stressors of life, can work productively and fruitfully, and is able to make a contribution to the community. Mental health can be explained on a continuum where mental health is at
----------------------	--

Created by: Policy & Compliance Manager	Document version: 1.0
Online location: https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance	Next review date: 01 April 2027
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	CRICOS 00478F Page 1 of 5



	one end, represented by feeling good and functioning well, through to severe symptoms of mental health conditions at the other. Mental health is not fixed or in a static state, and individuals can move back and forth along this scale at different times during their lives.
Psychosocial hazard	A hazard that: <ul style="list-style-type: none"> a) Arises from, or relates to: <ul style="list-style-type: none"> i. the design or management of work; ii. a work environment; iii. plant (that is, machinery, equipment and tools) at a workplace; or iv. workplace interactions or behaviours; and b) May cause psychological harm (whether or not it may also cause physical harm).
Psychosocial risk	A risk to the health or safety of a staff member ('worker') arising from a psychosocial hazard.
Staff	The term 'staff' is used broadly in this document to include a wide range of people who engage with students at the School. It includes but is not limited to employees, contractors, volunteers and Board members.
Wellbeing	A combination of a person's financial, physical, mental, emotional and social health factors that is strongly linked to happiness and life satisfaction.

5. Policy statement

The School is committed to supporting the mental health and wellbeing of its staff. This policy has been developed to demonstrate that commitment and to promote mental health in the workplace. Mental health issues can affect staff at any time in the course of their employment, and with 43% of the population of Australia having experienced a mental health disorder during their lives, it is expected that most managers and supervisors will need to support a staff member through these challenges at some point.

The responsibilities of staff, managers and supervisors and the School are outlined below, and are intended to underpin the structures that promote mental health and wellbeing.

Responsibilities: staff

Staff at the School are expected to:

- report risks or hazards to mental health and wellbeing via the [Incident and Injury Report Form](#);
- treat one another with kindness and respect, demonstrating humility and courage in dealing with issues of harassment, bullying and/or discrimination, occupational violence or challenging student behaviour;
- engage with professional development and/or personal growth opportunities to support mental health and wellbeing;
- speak with their manager or supervisor if they are in need of support;
- seek an appropriate work-life balance; and

- take steps to support and maintain their own mental and physical health and wellbeing.

Responsibilities: managers and supervisors

Managers and supervisors play a critical role in fostering a safe, supportive workplace. Staff have the right to feel that they can seek support, express concerns, offer ideas and ask questions without fear of reprisal or embarrassment. Managers and supervisors at the School are therefore expected to:

- promote and support mental health and wellbeing among their staff;
- take active steps to mitigate psychosocial risks and address hazards;
- model the School's values of humility, kindness, courage and respect in their actions and interactions;
- foster a culture of humility, kindness, courage and respect that promotes and supports staff wellbeing;
- engage responsively with incident reports and complaints and grievances processes, as required;
- encourage the use of the School's Employee Assistance Provider (Positive Solutions) where staff may need additional help or support;
- contribute to Position Descriptions (PD) that reflect the scope of the work undertaken by staff;
- providing role clarity to staff;
- manage and/or supporting the process of change management as required;
- encourage personal and professional growth and development in their staff;
- recognise and reward the accomplishments of their staff; and
- promote healthy workload management, and support staff to find an appropriate work-life balance.

Managers and supervisors are also encouraged to be mindful of indicators that may point to a staff member struggling with their mental health and/or vulnerable to the risks in the workplace, such as:

- excessive and/or unusual patterns or uptake of sick leave;
- high staff turnover;
- aggressive or confrontational behaviour;
- signs of anxiety and/or depression;
- presenteeism (that is, being present at work, but unproductive and/or unwell); and/or
- withdrawal behaviours (e.g. non-attendance at work meetings).

Responsibilities: the School

The School is primarily responsible for the creation of a workplace environment and culture that contributes to and provides opportunities for the maintenance of employee mental health. While the School cannot be primarily responsible for the mental health of its staff, it can and must identify, manage and mitigate the risks associated with poor mental health outcomes.

The School will identify psychosocial risks by conducting a risk assessment to review and eliminate or (if not practicable) mitigate psychosocial risks in the workplace, and is responsible for producing policies, procedures and guidelines that structure its approach.

It will manage and/or mitigate psychosocial risk by:



- providing support to managers and supervisors in managing and mitigating psychosocial risk;
- providing support and training to managers and supervisors in managing complex issues, behaviours and mental health challenges in staff;
- providing training and opportunities for staff to learn more about the management and maintenance of mental health and wellbeing;
- ensuring that all staff complete an induction prior to commencement that includes information about Work Health and Safety and risk management processes;
- providing initiatives, activities and resources for staff to manage their own mental health and wellbeing; and
- informing staff about the psychosocial risks identified in the risk assessment process, including how they might manage those risks in their own work environment.

The School will also:

- monitor and regularly review the risk mitigation strategies and controls in the psychosocial risk assessment;
- review and assess the efficacy of risk mitigation strategies and controls where an incident or near miss suggests that such review may be necessary or beneficial;
- engage with staff to review and rework the psychosocial risk assessment, welcoming participation and feedback in a consultative manner;
- provide information from best practice sources regarding self-management of mental health and wellbeing; and
- support mental health and wellbeing via the strategies outlined in the [Staff Wellbeing Framework](#).

6. Supporting/related documents

External sources:

Department of Education Victoria (2023), Mental Health and Wellbeing – Employees Policy [Online]. Available at: <https://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy> Accessed 07 March 2024.

Internal sources:

[Staff Wellbeing Framework](#)

The Hutchins School Incident Register (Complispace)

The Hutchins School Risk Register (Complispace)

[Incident and Injury Report Form](#)



7. Record keeping

This policy is to be kept for three (3) years until review except where legislative or organisational change demands otherwise.

The master copy is kept in [SharePoint Online](#) in read-only PDF form. All printed copies are uncontrolled.

8. Policy owner

The Principal

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Policy & Compliance Manager	Initial release	01 April 2024

Created by: Policy & Compliance Manager	Document version: 1.0
Online location: https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance	Next review date: 01 April 2027
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	CRICOS 00478F Page 5 of 5