




SWELL PROGRAM

Our people will be leaders and innovators in building a safe and healthy workplace where people can thrive, perform at their best and contribute fully to their workplace and the broader Singleton community.

PILLARS	 MIND	 BODY	 HEART
RISK FACTORS	<ul style="list-style-type: none"> Stress Fatigue Mental ill-Health Relationship Breakdown 	<ul style="list-style-type: none"> Physical Activity Alcohol + Other Drugs Environmental Conditions Chronic Disease Driving 	<ul style="list-style-type: none"> Happiness Recognition Sense of purpose
KEY MESSAGES	<ul style="list-style-type: none"> Your mental health is as important to us as your physical health and safety We will provide tools to support your mental health to enable you to flourish and thrive at work We will work with you to ensure a supportive work environment that's conducive to good mental health It's important that you also take steps to protect your own mental health and wellbeing, including seeking help when required 	<ul style="list-style-type: none"> Your safety is our priority We're not prepared to compromise safety in the conduct of our business Our workplaces will be safe and enable our people to participate fully by being healthy, engaged and skilled Work health, safety and wellbeing in the workplace is everyone's responsibility 	<ul style="list-style-type: none"> Our people are our greatest asset We will provide you with opportunities to align work with your values We will work with you to create a sense of community within our workforce Our leaders have a key role in actively promoting and maintaining positive practices and relationships
KPI	<ul style="list-style-type: none"> Unplanned leave trend Overtime Excess leave balance accrual % EAP usage # bullying or harassment claims # grievances 	<ul style="list-style-type: none"> LTIFR LTIDR # non negative AOD tests # injuries sustained in MV accidents 	<ul style="list-style-type: none"> Staff engagement score Staff turnover rate Unplanned leave trend # ESPECIALIST Award nominations

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KEY DOCUMENTS	<ul style="list-style-type: none"> • Employee Leave procedure • Equitable Workplace procedure • First Aid in the Workplace • Flexible Working Arrangements procedure • Grievance & Dispute Resolution procedure • Mentally Healthy Workplace procedure 	<ul style="list-style-type: none"> • Alcohol & Other Drugs procedure • Asbestos Management procedure • Council Work Wear procedure • Electrical Safety procedure • Emergency Management procedure • Health Monitoring procedure • Incident Reporting & Investigation procedure • Injury Management & Recover at Work procedure • Lone or Isolated Worker procedure • Managing Risks procedure • Risk Management Communication & Consultation procedure • Risk Management Responsibilities Guideline • Safe Work at Heights procedure • Safety Observations procedure • Smoke Free Workplace procedure • Work around Mobile Plant & Equipment procedure • Workplace Inspection procedure 	<ul style="list-style-type: none"> • Employee Leave procedure • Flexible Work Arrangements procedure • Job Evaluation procedure ? • Leading our People protocol • Learning & Development protocol • Performance Development Review Guideline • Reward and Recognition procedure • Risk Management Communication & Consultation procedure

PILLARS	 MIND	 BODY	 HEART
PAST INITIATIVES	<ul style="list-style-type: none"> Elevate your mood, energy and mindset workshops Managing for team wellbeing workshops Preventing psychological injury presentation 	<ul style="list-style-type: none"> Stretching and injury prevention sessions Manual handling training Quit smoking program Beat Cancer at Work sessions H30 program Dry July program 	<ul style="list-style-type: none"> Red Cross blood drive Harmony Day Westpac Rescue Helicopter fundraiser Cancer Council fundraiser CanTeen National Bandanna Day DRAW training
PRESENT INITIATIVES	<ul style="list-style-type: none"> Employee Assistance Program Mental Health First Aiders Flexible working arrangements R U OK Day Mindfulness sessions KPIs embedded in leaders' work programs Webcasts by Converge International 	<ul style="list-style-type: none"> WHS Management System Fitness Passport gym membership PERforM program Flu vaccinations Skin cancer checks IRM System IRM Plan 2019 – 2022 	<ul style="list-style-type: none"> Employee Engagement Survey ESPECIALIST Awards Risk Hero Awards Annual performance bonus system Survivor Singleton GM's bi monthly morning tea Shout Out facility on SID Salary system review IRM Communications Plan LT attendance at community events Ladies' networking dinner Footy tipping competition LT monthly catch ups Combined Leadership Team meetings
PLANNED INITIATIVES	<ul style="list-style-type: none"> Resilience Leadership program Elevate your resilience workshops Preventing psychological injury presentation Better Mental Health in the workplace Holistic approach to better mental health Accreditation under Mental Health First Aid Skilled Workplace program 	<ul style="list-style-type: none"> Get healthy at work program Safer drivers workshops Continued development of WHS management system as per IRM Plan 2019 - 2022 	<ul style="list-style-type: none"> Making difficult conversations easy training Performance management skills Change Management procedure