# Quick safety scan – Health and Wellbeing

Use this quick safety scan to look at your safety systems around health and wellbeing. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. There is information on the SafeWork SA website that may assist you.

## PHYSICAL INACTIVITY AND SCREEN TIME

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Are work tasks designed to include healthy dynamic muscular movement, including large limb and trunk movement to encourage circulation? |[ ] [ ] [ ]
| Are workstations and/or equipment designed to encourage the above? |[ ] [ ] [ ]
| Are tasks designed to encourage frequent eye movement and change of focus? |[ ] [ ] [ ]
| Are regular walking or stretching breaks an accepted part of the workplace culture? |[ ] [ ] [ ]
| Is information available on the benefits of activity and regular movement? (e.g. stretching regularly at work) |[ ] [ ] [ ]
| Is information available on local physical activity opportunities? |[ ] [ ] [ ]

## BULLYING AND INAPPROPRIATE BEHAVIOURS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| A *Bullying and Inappropriate Behaviours* policy has been developed in consultation with workers |[ ] [ ] [ ]
| Workers are aware of the *Grievance Resolution Procedure* |[ ] [ ] [ ]
| You have a process for dealing with behaviour related complaints |[ ] [ ] [ ]
| Educational information and support is available |[ ] [ ] [ ]
| An employee assistance program (EAP) is available to workers |[ ] [ ] [ ]

## WORK RELATED STRESS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Work-related stress risks have been assessed |[ ] [ ] [ ]
| Strategies/policies are in place to handle risks |[ ] [ ] [ ]
| Educational information and support is available |[ ] [ ] [ ]
| An employee assistance program (EAP) is available to workers |[ ] [ ] [ ]

## MENTAL HEALTH

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Does the workplace encourage a culture where work-related stresses and struggles can be discussed in an open and supportive/constructive manner? |[ ] [ ] [ ]
| Do workers indicate that they are able to cope with the demands of the job? |[ ] [ ] [ ]
| Have you provided sufficient support to your workers? (e.g. management, training, coaching) |[ ] [ ] [ ]
| Do you provide workers with opportunities to have a say about the way they do their job? |[ ] [ ] [ ]
| Do you educate staff in relation to acceptable behaviours and how to report unacceptable behaviours? |[ ] [ ] [ ]
| Have you clarified job descriptions appropriately so workers understand their role? |[ ] [ ] [ ]
| Have you communicated and managed any business changes effectively? |[ ] [ ] [ ]
| Do you promote a fair and positive work environment? |[ ] [ ] [ ]
| Do you recognise and reward workers efforts? |[ ] [ ] [ ]
| Do you monitor workers for signs of fatigue and take appropriate action to address risk factors? |[ ] [ ] [ ]
| Is coaching available for those suffering from work stress? (e.g. an Employee Assistance Program (EAP) that allows workers to access counselling confidentially that the employer pays for) |[ ] [ ] [ ]

## FATIGUE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Fatigue risks have been assessed |[ ] [ ] [ ]
| Strategies/policies are in place to handle risks |[ ] [ ] [ ]
| Fatigued workers are given time off work |[ ] [ ] [ ]
| Rosters allow for adequate recovery time between shifts |[ ] [ ] [ ]

## UNHEALTHY FOOD AND DRINK HABITS

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Healthy food and drink choices are offered in the workplace |[ ] [ ] [ ]
| Are facilities available for staff to bring healthy food from home and eat it at work? (e.g. cooler bags, fridge, cutlery) |[ ] [ ] [ ]
| Is there easy access to healthy food and drink at work and shops near work? |[ ] [ ] [ ]
| Workers are supported to participate in regular physical activity through promotion, education and access to physical activity and involvement opportunities |[ ] [ ] [ ]
| Worker wellbeing is supported and promoted through work practices, a positive workplace culture and leadership |[ ] [ ] [ ]
| Educational and information support programs are provided |[ ] [ ] [ ]
| Is there a policy for safe working in heat that encourages drinking water? |[ ] [ ] [ ]
| Is information available on healthy eating and drinking to manage fatigue and stay fit for work? |[ ] [ ] [ ]

## SMOKING

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| A smoke-free workplace policy has been developed in consultation with workers |[ ] [ ] [ ]
| The policy is easily accessible in the workplace |[ ] [ ] [ ]
| You have designated outdoor smoking areas that smokers keep clean |[ ] [ ] [ ]
| Is smoking prohibited in work vehicles |[ ] [ ] [ ]
| ‘No smoking’ signage is in place |[ ] [ ] [ ]
| ‘Quit’ information and support is available |[ ] [ ] [ ]

## ALCOHOL AND OTHER DRUGS / FITNESS FOR WORK

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| You have an Alcohol and Other Drugs / Fitness for Work policy, developed in consultation with workers |[ ] [ ] [ ]
| The policy is displayed in the workplace |[ ] [ ] [ ]
| Workers have read, understood and signed the documentation |[ ] [ ] [ ]
| Educational information and support programs are provided |[ ] [ ] [ ]
| If alcohol is allowed at work functions, you provide food and low alcohol/non-alcoholic alternatives |[ ] [ ] [ ]
| Does your work provide support for isolated workers who have extended separation from family or friends? |[ ] [ ] [ ]
| Do you promote safe consumption of alcohol messages and the use of support services such as the Alcohol and Drug Information Service (ADIS)? |[ ] [ ] [ ]
| Alternative travel arrangements are provided for workers affected by alcohol/drugs |[ ] [ ] [ ]

## WORK RELATED VIOLENCE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Work-related violence risks have been assessed |[ ] [ ] [ ]
| Strategies/policies are in place to handle incidents |[ ] [ ] [ ]
| Educational information and support is available |[ ] [ ] [ ]
| An employee assistance program is available to workers |[ ] [ ] [ ]