



Australian Government

Comcare

# Comcare updates

- Feedback survey, slides and links to resources
- Next Mental Health Community of Practice 30 May 2019
- Comcare's Emerging Evidence Alert



Promoting health & safety

Preventing harm

Early Intervention

Recovery & return to work

Claims & benefits

Engage

The scheme

Forms & publications



Managing risks in the workplace

- › WHS entry permit holders

Governance

- › Health and safety representatives
- › Creating a culture of health and safety
- › Workplace Health and Safety Management System (WHSMS)
- › Work health and safety policy
- › Work health and safety procedures
- › Working with Comcare
- › Contractor management
- › Work health and safety (WHS) mentoring

Prevention

- › Health monitoring
- › Safety in design
- › Workplace inspection
- › First aid in the workplace
- › Work Health and Safety authorisations, registrations and licences
- › Supporting your workers during times of change

Managing hazards

- › Biological hazards
- › Physical hazards
- › Chemical hazards
- › Ergonomic hazards
- › Psychosocial hazards

Response

- › Emergencies
- › Incident notification
- › Site preservation
- › Work Health and Safety Reviews

Employer

Worker

Rehabilitation provider

Medical Practitioner

Treatment provider

Asbestos

### Education & Engagement

Read about our range of training and education options that focus on achieving improved health and safety outcomes. We offer training for all levels of learners and roles on a variety of topics.

[Read more](#)

### Work Health and Safety Authorisations, Registrations and Licences

Read more about obtaining an authorisation, registration or licence from Comcare.

[Read more](#)

### Licensees

Licensees are national employers who have been granted a self-insurance licence for workers' compensation by the Safety, Rehabilitation and Compensation Commission (SRCC).

[Read more](#)

### Virtual Office

Use the Virtual Office to help you identify and control hazards in your office.



# Supporting your workers during times of change

**REDUCING THE PSYCHOSOCIAL RISKS OF WORKPLACE CHANGE**  
 Self-assessment tool for work health and safety risk management during organisational change

**BACKGROUND**  
 Persons conducting a business or undertaking (PCBUs) have a duty under the Work Health and Safety Act 2011 (WHS Act) to ensure the health and safety of their workers.

**WHAT IS THE TOOL?**  
 This tool is a guided self-assessment. This can be achieved through consultation and communication, it is received more positively by workers and can improve health and productivity. In contrast, when change is not well managed, it can lead to psychosocial risks, poor health outcomes and a decrease in productivity.

**WHO IS THIS FOR?**  
 This can be used by any manager, HR Managers

**ASSESSMENT TOOL**  
 To assess what systems and processes currently exist in workplaces, enhance health and safety of workers impacted by the change.

**VALIDATE WITH A PERCEPTIONS PULSE CHECK**  
 The actions taken can be reviewed with a worker pulse check survey, which provides a series of questions for workers to rate their level of agreement.

**STEP 2: Validate with a worker perceptions pulse check**

**STEP 3: Respond with an action plan**

**RISK MANAGEMENT, EARLY INTERVENTION AND SUPPORT FOR WELLBEING OF WORKERS DURING CHANGE**  
 Principle: Assessment and mitigation of WHS hazards and support for employee health and wellbeing is prioritised

	Low risk Demonstrates good practice; monitor and review for continual improvement	Medium risk Review for improvements	High risk Immediate action required
<b>Organisational</b>	<input type="checkbox"/> Change program has risk management plan which includes WHS risks (with consideration of harm to physical and mental health and wellbeing) <input type="checkbox"/> Risk assessments have been conducted on work arrangements (existing and new work arrangements) taking into account physical and psychosocial risks, and management of the work environment (demands, support, role clarity, control, relationships and change) <input type="checkbox"/> HSRs have been involved in risk assessment processes	<input type="checkbox"/> Physical and psychosocial risk assessments have been conducted on some work arrangements <input type="checkbox"/> HSRs and working groups in place	<input type="checkbox"/> No risk assessments conducted
<b>Team</b>	<input type="checkbox"/> Teams or groups who are identified to be impacted significantly by changes are provided with support/advice and training (as required) <input type="checkbox"/> Managers have been trained to identify psychosocial risks in the work environment <input type="checkbox"/> All managers have assessed the risks to physical and mental health during and after change	<input type="checkbox"/> Training support advice is available to all workers	<input type="checkbox"/> Workers are not provided with information, training and supervision on new duties or any WHS procedures
<b>Individual</b>	<input type="checkbox"/> Inductions have been provided to workers in new work areas, or refreshed for current workers, including culture and expectations <input type="checkbox"/> The demands and controls of new roles are assessed and matched to worker ability <input type="checkbox"/> Workstation assessments have been conducted to ensure the new work environment is appropriate	<input type="checkbox"/> Some workers have been provided with information and supervision on new duties and WHS procedures <input type="checkbox"/> Some workstation assessments have been undertaken	<input type="checkbox"/> No induction provided <input type="checkbox"/> No workstation assessments conducted
<b>Outcomes</b>	<input type="checkbox"/> Workers are aware of the agency's health and safety policies and procedures, including how to conduct their work with regard to workplace health and safety <input type="checkbox"/> Workers have clarity about their role and support and resources to perform work		

**MANAGEMENT AND LEADERSHIP**

Green	Orange	Red
<input type="checkbox"/> Senior managers regularly communicate changes with workers, and consider the impact of MoG	<input type="checkbox"/> Senior managers have communicated changes to workers, and seek their feedback	<input type="checkbox"/> Inconsistent communication to workers from senior management about the impact of MoG

**CONSULTATION**

Green	Orange	Red
<input type="checkbox"/> Changes have been communicated to all workers	<input type="checkbox"/> Changes have been communicated to workers directly impacted	<input type="checkbox"/> Considered changes have not been communicated to workers

**LOOKING AFTER YOUR EMPLOYEES DURING TIMES OF CHANGE**  
 Self-Assessment Tool

During times of organisational change, it is important to ensure work health and safety is integrated into all the changes that are occurring to monitor and prevent risks to workers. Employers/Persons conducting a business or undertaking (PCBUs) have a duty under the Work Health and Safety Act 2011 (WHS Act) to ensure the health and safety of their workers. Consultation and prevention are the keys to creating a safe and healthy workplace for employees affected by change.

This tool should be read alongside the Comcare publication *Looking after your employees during times of change*, and supports organisations impacted by change to identify how to utilise work health and safety mechanisms to support workers and minimise risks. This can be achieved by consulting with workers and systematically addressing the risks (physical and psychosocial) associated with organisational change that may lead to injury, both prior to and after employees have commenced work in the changed circumstances or environment.

**HOW TO USE THE SELF-ASSESSMENT TOOL**

This self-assessment tool has been designed to provide you with a checklist to assess your performance and plan of systems and processes required to ensure the health and safety of workers undergoing Machinery of Government (MoG) changes.

This tool should be used to review your current planning and implementation of organisational change in the areas of:

- > consultation
- > prevention
- > early intervention
- > rehabilitation and return to work (RTW)
- > management and leadership.

Each category contains a series of statements. To complete the form, you should tick the statements that reflect where you are at in your process. Statements in the green section indicate good practice in managing health and safety during times of change. Statements in the orange section are areas which should be reviewed, and statements in the red section require action.

By ticking the boxes that apply to your department's action you will be able to review your own performance, determine if areas require support and/or improvements, and identify strengths that should be monitored for continual improvement.

August 2018 | GPO BOX 9905 CANBERRA 2601 | 1300 366 979 | COMCARE.GOV.AU

6

3

5

1

# CSIRO wellbeing resources

June 2014

## CSIRO'S WELLBEING JOURNEY... Sharing our experience



**4x more likely to have better safety, well-being, health and wellbeing**

**Our Wellbeing at Work Vision towards 2018**

CSIRO is a place where all of our people:

- Are healthy, thrive and find meaning in their work
- Go home safely and share a sense of achievement
- Build trust and respect each day with colleagues and partners, knowing that trust comes with accountability

At CSIRO,

- Our creative spirit inspires us to explore new horizons
- We strive towards a healthy, safe and sustainable future
- We work together with integrity in everything we do
- We embrace excellence in our science and our partnerships

Organisations need \$1.81 for every \$1 they invest in employee health and wellbeing (Department, 2012)



## CSIRO's Wellbeing Journey - Appendix K

HR STRATEGY & ORGANISATIONAL DEVELOPMENT  
[www.csiro.au](http://www.csiro.au)



# Wellbeing at Work Strategy 2014-18

This strategy was developed by CSIRO. In the event that you reference or use these materials can you please acknowledge CSIRO

Inappropriate behaviour and attitudes affects everyone

Recognising and preventing inappropriate behaviour is everybody's responsibility

Everyone has the right to feel safe

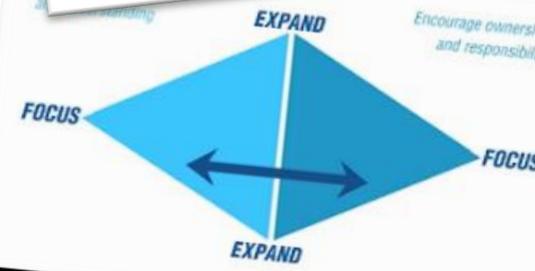
## How can you make a difference?

Bullying, harassment and discrimination is preventable with a united and genuine commitment from all of us

We all have a role in creating a positive workplace

Click each menu item in turn to proceed.

- Introduction
- Only joking?
- Performance management or bullying?
- Team player?
- It's a Night Out!
- Assessment



Encourage ownership and responsibility

07:18

17:58

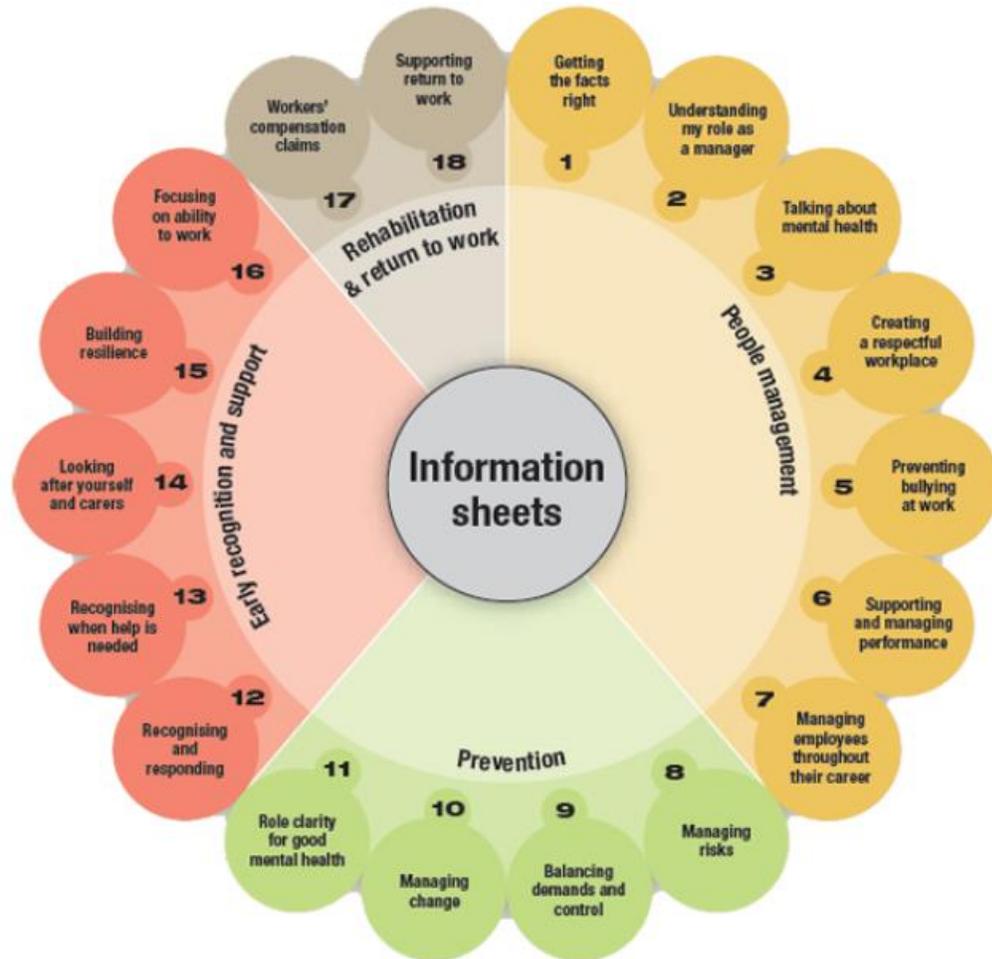


Alex Allars - Workplace Relations Manager

00:11

17:58

# Working together: Promoting mental health and wellbeing at work



# Mental health organisations





Australian Government

Comcare

# Thank you

[MentalHealthProgram@comcare.gov.au](mailto:MentalHealthProgram@comcare.gov.au)