

Psychological Health & Psychosocial Hazards at Work Policy

Aussie Locums is committed to ensuring both the physical and psychological health of our workers whilst at work. We believe that the psychological health and wellbeing of our workers is the key to organisational success and sustainability.

The purpose of this policy is for Aussie Locums to establish, promote and maintain the psychological health and wellbeing of all workers through workplace practices, and encourage workers to also take responsibility for their own psychological health and wellbeing.

Objectives

The objectives of this policy are:

- build and maintain a workplace environment and culture that supports psychological health and wellbeing and prevent discrimination, bullying, harassment, and violence.
- Increase workers' knowledge and awareness of psychological health and wellbeing issues and behaviours.
- reduce stigma within the workplace, around mental health conditions such as depression and anxiety.
- facilitate workers active participation in a range of initiatives that support psychological health and wellbeing.
- Identify and effectively manage psychological hazards and associated risks.

Responsibilities for Managing Psychological Health and Psychosocial Hazards

Creating a safe and healthy work environment is a shared responsibility involving all levels of the organisation. Aussie Locums is committed to managing psychosocial hazards in accordance with the Managing Psychosocial Hazards at Work Code of Practice 2022 issued by Safe Work Australia. Psychosocial hazards are occupational risks related to the design, organisation, and management of work, including economic and social contexts. Common hazards include high or low job demands, poor support, unclear roles, low reward and recognition, poor workplace relationships, and isolated work.

Aussie Locums (Employer) Responsibilities

As far as reasonably practicable, Aussie Locums is responsible for:

- Implementing processes to gather information that effectively identify and manage psychological hazards and related risks.
- Monitoring risk factors such as job demand, job control, workplace support, relationships, role clarity, and organisational change to ensure they do not compromise workers' psychological health.
- Developing and maintaining reporting systems (e.g., incident and hazard reporting procedures) and encouraging workers to report hazards and incidents that may impact psychological health.
- Providing support systems and encouraging workers to seek psychological support when needed.

- Offering adequate information, instruction, training, and supervision to enable workers to perform their tasks safely.
- Maintaining effective communication and consultation with key stakeholders on health and safety matters that may impact psychological health, ensuring cooperation and coordination.
- Ensuring systems are in place to allow consultation and prompt identification and resolution of work health and safety issues involving psychological health.

Officers (Senior Management) Responsibilities

Officers must exercise due diligence by taking reasonable steps to:

- Stay informed of work health and safety requirements and related matters.
- Understand operational risks that may compromise workers' psychological health.
- Ensure the company allocates appropriate resources to manage psychological hazards and associated risks effectively.
- Ensure adequate processes exist to gather, assess, and respond promptly and effectively to information about psychological hazards, risks, and incidents.
- Implement, monitor, and verify the effectiveness of systems and processes to meet the company's health and safety duties under relevant legislation.

Workers (Employees) Responsibilities

All workers are responsible for:

- Following all workplace health and safety policies and procedures.
- Taking reasonable care to ensure their own health and safety and that of others is not adversely affected by their actions.
- Collaborating with host organisations to achieve the objectives of this policy.
- Reporting all incidents, including unsafe work practices, hazards, near misses, and injuries that relate to psychological health and safety.

Management and Employee Shared Roles

- **Management:** Responsible for developing and implementing policies and procedures related to psychosocial hazards; providing training and resources; facilitating confidential reporting channels; promoting employee well-being; leading by example; fostering open communication; and addressing concerns promptly.
- **Employees:** Play a vital role by supporting one another, reporting concerns, and actively participating in initiatives to improve mental health and well-being in the workplace.

Psychosocial Hazards

Psychosocial hazards refer to factors in the work environment that can negatively impact an employee's mental and emotional well-being, potentially leading to stress, burnout, anxiety, or other mental health challenges. These hazards can arise from various sources, such as high work demands, poor work-life balance, inadequate support systems, bullying, harassment, discrimination, and lack of communication. We encourage employees to report any concerns related to psychosocial hazards they may encounter in their work environment.

Confidentiality and Support

We understand the sensitive nature of psychosocial hazards, and confidentiality is paramount. Employees can raise concerns or report incidents directly to the



Manager and/or Director, and their privacy will be respected throughout the process.

Review and Continuous Improvement

Our approach to managing psychosocial hazards is an ongoing process. Feedback from employees will be actively sought to identify areas of improvement and ensure that our efforts remain relevant and effective.

By adhering to this code of practice and working together, we can create a workplace that supports the mental and emotional well-being of all our employees, fostering a positive and productive environment for everyone at Aussie Locums

As a provider of on-hire services, Aussie Locums is committed to effective consultation and engagement with workers on work health and safety matters. We recognise that we share a primary duty of care with host organisations regarding our on-hire workers and therefore we are committed to consult, cooperate, and coordinate activities with hosts to produce the required health and safety outcomes.

ISO 9001:2015 REQUIREMENTS

Clause: 7 Support 7.1 Resources 7.1.1 General 7.1.2 People 7.4 Communication 7.5 Documented information 7.5.1 General 7.5.2 Creating and updating 7.5.3 Control of documented information Clause: 8 Operation 8.7 Control of non-conforming outputs	Clause: 9 Performance evaluation 9.1 Monitoring, measurement, analysis, and evaluation 9.1.1 General 9.2 Internal audit 9.3 Management review 9.3.1 General 9.3.2 Management review inputs 9.3.3 Management review outputs Clause: 10 Improvement 10.1 General 10.2 Nonconformity and corrective action 10.3 Continual improvement
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