

# Mental Wellbeing Policy for Region South Pacific

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## Purpose

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This document describes the Mental Wellbeing Policy for The Linde Group.

## Scope

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This policy applies to Linde Region South Pacific.

### Audience

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This policy applies to all Linde Region South Pacific employees and contractors.

- Managers **must** ensure that their subordinates know and understand the requirements of the Mental Wellbeing Policy. All managers should demonstrate the importance of the Mental Wellbeing Policy by ensuring that their own behaviour actively promotes the desired values and principles.
- All employees and contractors should ensure that they understand the policy and its implications for them.

## Policy

Making our world more productive



## Mental Wellbeing Policy for Region South Pacific.

### Our Values & Commitments

Linde South Pacific is committed to promoting well-being at work and preventing ill health and injuries related to psychosocial risk. We believe that the mental wellbeing of our staff is key to organisational success and sustainability, and that psychological distress should be minimised within our business.

Linde South Pacific values maintaining a safe and mentally healthy workplace. Changes in mental wellbeing can affect any of us and some of us live with a mental health condition. Risks to mental wellbeing are as serious as other risks to health and safety. Creating and maintaining the right work environment, identifying risks and managing sources of harm is vital. We all have a role in cultivating a culture where staff feel comfortable to seek the help they need.

Linde South Pacific will rely on mental wellbeing experts to provide guidance and recommendations for continuous improvement.

### Our Goals

- To build and maintain a workplace environment and culture that supports mental wellbeing and prevents discrimination.
- To increase employee knowledge and awareness of mental wellbeing issues and behaviours.
- To reduce stigma around mental illness in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental wellbeing.

### Our Wellbeing Principles

1. We are all responsible for managing our own mental wellbeing, as far as reasonably practical.
2. We must work together to identify and manage potential risks to mental wellbeing in the workplace.
3. Linde South Pacific will provide ongoing access to training and development that supports and promotes good mental wellbeing.
4. We must consider the impact that our actions and behaviours may have on the mental wellbeing of others at work.
5. Linde South Pacific values a supportive environment where staff feel able to discuss mental wellbeing.
6. We must all be aware of, and comply with, our duties under the WHS policy and legislation



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# Policy Guidelines

## Values and Commitments

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Linde South Pacific is committed to promoting wellbeing at work and preventing ill health and injuries related to psychosocial risk. We believe that the mental wellbeing of our staff is key to organisational success and sustainability, and that psychological distress should be minimised within our business.

Linde South Pacific values maintaining a safe and mentally healthy workplace. Changes in mental wellbeing can affect any of us and some of us live with a mental health condition. Risks to mental wellbeing are as serious as other risks to health and safety. Creating and maintaining the right work environment, identifying risks and managing sources of harm is vital. We all have a role in cultivating a culture where staff feel comfortable to seek the help they need.

Linde South Pacific will rely on mental wellbeing experts to provide guidance and recommendations for continuous improvement.

## Goals

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The Linde South Pacific goals for mental wellbeing are:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination.
- To increase employee knowledge and awareness of mental wellbeing issues and behaviours.
- To reduce stigma around mental illness in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental wellbeing.

This policy is intended to assist Linde South Pacific meet our obligations under the:

- Work Health and Safety Act 2011 (Australia)
- Work Health and Safety Regulations 2011 (Australia)
- Safety Rehabilitation and Compensation Act 1988 (Australia)
- Disability Discrimination Act 1992 (Australia)
- Health and Safety at Work Act 2015 (New Zealand)
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (New Zealand)
- Human Rights Amendment Act 2001 (New Zealand)
- Accident Compensation Amendment Act 2010 (New Zealand)
- WHS Codes of Practice

We all have important duties under this legislation.

## Principles

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4. We must consider the impact that our actions and behaviours may have on the mental wellbeing of others at work.
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## Framework for a mentally healthy workplace

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Our framework is consistent with Safe Work Australia's work-related Psychological Health and Safety Guide.

To support mental wellbeing, we:

- **Prevent harm**
  - foster a positive and supportive workplace culture
  - identify and assess work related hazards and risks that have potential to cause distress, psychological injury or harm people
  - consult early and often
  - seek expert advice from WHS and HR professionals
  - implement evidence based control measures to eliminate or minimise risk
  - make sure we have the right policies and procedures in place that are up to date
  - comply with WHS and other applicable legislation
  - promote health and wellbeing, and
  - make training and other resources on mental wellbeing available and accessible.
- **Intervene early**
  - encourage you to report injuries or illness as soon as practical
  - provide you with information and support on how to report concerns in relation to mental wellbeing. This includes how to report workplace bullying, sexual harassment or workplace violence
  - offer early intervention, recovery and support as part of the rehabilitation and workers compensation process
  - provide support under the illness and injury management and workplace adjustments; and
  - provide access to the Employee Assistance Program (EAP), and
  - make training and other resources on mental wellbeing available and accessible.
- **Support recovery**
  - provide access to workers' compensation, if eligible
  - support recovery at work, or return to work
  - provide work modifications or support including flexible work, and avoid stigma
  - provide trained staff in support roles, and
  - make training and other resources on mental wellbeing available and accessible.

## Supporting mental wellbeing at work

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Mental health conditions influence not only how someone feels, but also how they think, behave and interact with others. Mental health conditions can be short term, long term or episodic. You may not always know if someone around you has a mental health condition.

We are all responsible for creating a healthy workplace culture for mental wellbeing. This includes always treating each other with respect and courtesy. The type of support you can offer will depend on your relationship.

### Immediate supervisors:

Supervisors play a critical role in identifying when a worker may be struggling at work. This includes looking for early signs of distress or poor mental wellbeing. Signs of distress in a worker may be a change in their resilience, performance, absence or other behaviours.

As a supervisor, if you identify someone struggling, you can:

- talk to the worker and ask what help they need,
- consider workplace adjustment or early intervention, and
- contact EAP for manager assistance.

### Peer support:

You do not have to be a manager to support others in the workplace. If you identify a colleague that may be struggling at work, you can:

- check in with them and ask how they are
- suggest they consider professional support such as EAP, and
- treat them with respect and maintain their privacy.

## Managing risks

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We are all responsible for identifying and managing work-related risks to mental health and wellbeing.

Managers play a key role to provide supportive leadership, create an inclusive team culture, and to identify and control risks. Managers should be a positive role model, uphold the Linde values and set clear expectations of others.

When identifying risks, consider:

- work design, such as workload, variety of tasks and work-life balance
- management of workplace hazards and risks, including exposure to secondary trauma, customer aggression or other workplace violence, and
- workplace relationships, consultation and communication, including change management, bullying, harassment, sexual harassment, and discrimination.

Workloads and team priorities must be managed with these in mind. Risk assessments identify and address work-related mental wellbeing risks and hazard factors. They help us to:

- determine how severe a risk is
- assess whether existing control measures are effective, and
- identify options to eliminate hazards or minimise the risk.

Consulting effectively with workers and their Health and Safety Representative (HSR) is an important part of risk assessment.

IMS 36-01 *Managing Risk* provides information about risk factors and their impacts.

Linde South Pacific is serious about good mental wellbeing and addressing risks to mental health and safety.

## Responsibilities

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All workers are encouraged to:

- Understand this policy and seek clarification where required.
- Consider this policy while completing work-related duties and at any time while representing Linde plc.
- Support fellow workers in their awareness of this policy.
- Support and contribute to Linde South Pacific's aim of providing a mentally healthy and supportive environment for all workers.

All workers have a responsibility to:

- Take reasonable care of their own mental wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace be it physical or mental.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy.
- Actively support and contribute to the awareness of this policy and assist in the achievement of its goals.

## Communication

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Linde South Pacific will ensure that:

- This policy is easily accessible by all members of the organisation
- Employees and contractors are empowered to actively contribute and provide feedback to this policy.
- Employees and contractors are notified of all changes to this policy.

## Monitoring and review

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Linde South Pacific will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- Feedback from employees, the Mental Wellbeing Working Group, and the SHEQ and HR Directors.
- Review of the policy by the Mental Wellbeing Working Group, and the SHEQ and HR Directors determine if objectives have been met and to identify barriers and enablers to ongoing policy improvement.

## Document Information

### About this Document

Version	Date	Author	Quality Reviewer	Approver
1.0	01/09/2021	Madalyn Cheetham	Robert Brittliff	Michelle Blume

### Change History

Version	Description of Change
1.0	Initial release.

## Learning and Assessment Guide

### VVP-02-30-RSP\_EN : Mental Wellbeing Policy for Region South Pacific

#### Prerequisites

As a result of training in the content of this document you will be able to:	Learning method:	Assessment method:	Reference:
Understand the mental wellbeing policy and its implications for you.	Self-study	Acknowledge reading and understanding this document.	This document
Assessment Complete	Sign		Date
Learner:			
Assessor:			

#### Other references

*Policy Document (see attachment)*