

# MANAGING PSYCHOSOCIAL HAZARDS AT WORK POLICY

This policy provides guidelines for all directors, officers, employees, contractors and visitors to help create and maintain a workplace that minimises the risk of psychological or physical harm.

Psychosocial hazards are factors in the design or management of work, the working environment or workplace behaviours that can have an impact on the psychological health or mental or emotional wellbeing of a person. Examples of psychosocial hazards include job demands, lack of role clarity, poor organisational change management, poor physical environment, remote or isolated work, violence and aggression, bullying, harassment (including sexual harassment), workplace conflict and poor working relationships.

The primary objective of this policy is to ensure we prevent harm to our workers from psychosocial hazards in the workplace by identifying and assessing the risks, and then eliminating or minimising them as far as is reasonably practicable.

This Policy is underpinned by the following Autocare Services policies:

- a) **Health & Safety Policy**
- b) **Code of Conduct Policy**
- c) **Appropriate Workplace Behaviour Policy**
- d) **Bullying, Harassment & Discrimination Policy**
- e) **Equal Employment Opportunity Policy**

The key features of the **Managing Psychosocial Hazards at Work Policy** are:

1. We commit to establishing a psychologically healthy workplace that promotes workers' physical, mental and emotional wellbeing and minimises the likelihood of psychological hazards.
2. We provide our workplaces with safe systems of work developed through worker consultation and embedded through supportive leadership and management.
3. We identify, assess, control and respond to psychosocial hazards and incidents to appropriately mitigate risks.
4. We support the right of workers to be treated with respect and dignity at all times.
5. We encourage workers to report psychosocial hazards to their supervisor, manager, HSE or HR representative or Autocare's confidential reporting hotline, Stopleveline (1300 30 45 50). All reports and concerns will be treated seriously. Substantiated breaches of this Policy by an individual(s) may result in disciplinary action up to and including termination of employment.
6. We encourage workers to proactively manage their own physical, mental and emotional health and wellbeing and actively seek support from others (e.g. supervisor, managers, colleagues, family and friends) to address potential psychosocial hazards in the workplace.
7. We create psychological health awareness through authentic leadership, a preventative culture of education, early identification of psychosocial hazards and providing access to initiatives or program supporting our workers' wellbeing (Autocare EAP 1800 808 374).

A handwritten signature in black ink, appearing to read "John Murray".

**John Murray** | Executive General Manager – Autocare Services