

## Work Health and Safety Policy

This policy shows the commitment of Institutek to health and safety. It aims to remove or reduce the risks to the health, safety, maintain the mental health and wellbeing of all staff, contractors and visitors, and anyone else who may be affected by our business operations and ensure all work activities are done safely.

Institutek fosters a people-oriented organisational culture through early identification and management of mental health conditions in the workplace.

### Policy details

Institutek is responsible for providing and maintaining:

- a safe working environment
- a safe system of work
- facilitating the welfare of all staff
- promoting mental health and wellbeing of all staff through workplace practises
- increasing employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- reducing stigma around depression and anxiety in the workplace.
- employee's active participation in a range of initiatives that support mental health and wellbeing.
- support to co-workers showing early signs of work-related stress and modify their work duties to suit their circumstances
- early assistance for individuals who have an increased risk of injury, including facilitating access to appropriate mental health services.
- effective control of hazards and risks, monitoring and reviewing controls
- staff have the training, information and supervision to do their job safely and well

Staff are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment where needed) given by co-workers for health and safety
- support and contribute to Institutek's aim of providing a mentally healthy and supportive environment for all staff.
- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

We expect visitors and contractors to:

- ensure their own personal health and safety, and that of others in the workplace



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### **Contact**

If you have any questions regarding this document, please contact Belle via email at [isabella.panganiban@insitutek.com](mailto:isabella.panganiban@insitutek.com) We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

### **Review**

This policy was last updated and reviewed on 15 November 2021  
This policy was adopted by Insitutek Pty Ltd in August 2020