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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: 1100

POLICY NO: 1119

ISSUE DATE: 18/06/13

TITLE: **SAFE SCHOOL POLICIES**

ISSUE NO: 1

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## Stress Management

### **RATIONALE:**

The Macleans College board of trustees recognises that preventing stress and resolving any issues among staff to prevent workplace stress makes for a positive working environment.

There is also a joint responsibility of the board of trustees (employers) and staff (employees) to work together to resolve issues and minimise stress.

There is also a recognition that a hazard now expressly includes work-related stress and situations where a person's behaviour might cause harm to someone else. This may be due to tiredness, drugs, alcohol, shock or some other temporary condition. It could be harm threatened by an aggressive student or unsolicited visitor to the school.

### **GOALS:**

To ensure Macleans College has a workplace where stress is minimised, the board of trustees will:

- Provide a healthy and safe workplace, eg. sufficient lighting and warmth, noise control.
- Ensure employees are involved in workplace health and safety.
- Acknowledge work well done and suggestions made.
- Expect realistic output levels, offer support in difficulties and acknowledge skills and expertise.
- Ensure there is a good communication and consultation strategy, particularly during times of change among and within all staff.
- Provide opportunities to work well and improve performance.
- Employ outside speakers on relevant topics to workplace health and safety for staff meetings, if required.
- Provide a 'retreat' room available for 'time out' in times of crisis or extreme stress.

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The staff will be encouraged to:

- Participate in health and safety programmes, report anything that they deem may compromise their health and safety and the health and safety of others and take such responsibility as possible for personal comfort and safety.
- Participate effectively and co-operatively with the board of trustees and fellow staff.
- Ask for help when needed, accept and give support as needed.
- Maintain skills and knowledge, have a realistic sense of self-worth and acknowledge others' accomplishments.
- Take responsibility for personal tasks.
- Make use of the Student Advisory Service (SAS) staff for professional help or collegial support if needed.
- Accept the opportunity of regular supervision when holding senior positions.

In all cases the board of trustees and staff will follow a co-operative approach to eliminate, isolate or minimise stressors.

## **Key Aim:**

- Primary prevention is providing a healthy workplace where stressors can be controlled through open communication, safe workplace practices and collaborative work practices.
- Secondary prevention is ensuring the right person is selected for the job, on the job training is provided, performance feedback is standard practice.
- Tertiary prevention is helping the person experiencing stress and dealing with the harm that may have resulted from it.

To prevent and manage workplace stress the board of trustees and staff at Macleans College must be able to identify:

- Which stressors are work related.
- Which work demands are reasonable.
- Which stressors are unavoidable or outside the board's control.
- What is a genuine stressor for the individual.
- What is a healthy workplace.
- When outside help is available for staff and of what type.
- Resolving of stress related issue(s).

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Though the school has numerous strategies in place to support staff of faculty, department, house and administration and support staff levels, staff members may wish to utilise the skills of a member of staff specifically appointed to help resolve work-place stress and stressors.

The stress management arbitrator will be a senior member of the staff, namely a highly experience and qualified member of the SAS.

They will be tasked to act in a third-party role to investigate, identify and resolve any stress related issues for the benefit of the individual staff member and in consultation with any relevant member of staff and the board of trustees.