

PSYCHOLOGICAL HAZARDS IN THE WORKPLACE POLICY STATEMENT

Ryan Wilks Pty Ltd is committed to protecting the psychological health and safety of our staff. The purpose of this policy is to ensure that individuals are aware that any harm to psychological health and safety is considered a serious offence. Those subjected to psychological harm will be assisted in the pursuit of their complaint and provided with appropriate support.

DEFINITIONS

Psychological health

A state of well-being in which the individual realizes their own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to contribute to their community.

Psychologically healthy and safe workplace

A workplace that promotes workers psychological well-being and actively works to prevent harm to worker psychological health due to negligent, reckless, or intentional acts.

Workplace harassment

Means any objectionable or unwelcome conduct, comment, or action that a person knows or ought reasonably to know will or would cause offence or humiliation to a worker but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or the workplace.

Workplace violence

Means: " attempted or actual conduct of a person that causes or is likely to cause physical injury."

Examples of workplace violence include the following:

- threatening behaviour such as shaking fists, destroying property, or throwing objects.
- verbal or written threat (any expression of intent to cause harm).
- physical attacks such as hitting, shoving, pushing or kicking.

ROLES AND RESPONSIBILITY

Management responsibility

Management plays a critical role in creating a psychologically healthy and safe workplace, by:

- fostering an organisational culture that promotes psychological health and safety.
- ensuring that a psychological health and safety management system, that includes the identification of hazards, risk assessments and risk control is in place to provide a work environment that is free from psychological harm.
- Regularly review to ensure compliance with relevant occupational health and safety laws and best practice.
- ensuring that workers are trained in recognising and responding to situations involving psychological harm and understand their roles and responsibilities.
- ensuring that all staff are aware that we welcome employee feedback on psychosocial hazards and strive for an inclusive, respectful work environment.
- ensuring that every reported incident of psychological harm is investigated, in an objective and timely manner, and potential areas of improvement are identified.

- ensuring all employees receive training and support through toolbox talks, providing access to employee assistance program counselling services.
- ensuring that the worker is advised to consult a health professional if the worker reports worker responsibility psychological injuries or adverse symptoms from psychological harm.
- maintaining the confidentiality of the individuals concerned, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the alleged complaint if discipline is being imposed.
- providing appropriate support for affected workers.

Employee responsibility

Ryan Wilks Pty Ltd employees have the following responsibilities for maintaining a psychologically healthy and safe workplace:

- workers are required to be familiar with and follow the procedures that are in place to protect their psychological health.
- all workers are to participate in the instruction on psychological hazards.
- workers are aware that employee feedback on psychosocial hazards is welcomed.
- workers have the responsibility to treat each other with respect.
- workers are required to immediately report all violations of this policy to their supervisor.
- workers are responsible to co-operate in the investigation of complaints. Anyone who investigates or gives evidence in a complaint investigation shall keep details confidential.
- workers are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards.

Manager or supervisor actions

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. Reasonable actions by managers or supervisors to help manage, guide or direct workers or the workplace are not harassment. Appropriate worker performance reviews, counselling or discipline by a supervisor is not harassment.

Ryan Wilks Pty Ltd aims to promote positive mental health and wellbeing, as part of its overall commitment to creating a healthy and safe workplaces and environments.

CONFIDENTIALITY

Ryan Wilks Pty Ltd and its managers will not identify any involved parties or circumstances about a reported incident, except:

- when it is necessary in investigating the complaint.
- if it is part of disciplinary action.
- where it is required by law.

This policy will be formally reviewed again May 2027

Ron Ryan



General Manager

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