

## UON Key Risk Area: KRA 2.8

### Guidelines for Supporting a Healthy University

#### 1. Purpose

- To support a program that boosts the physical, social and psychological health and wellbeing of our community by promoting healthy learning, working and living environments.
- This program creates a platform to coordinate and to consolidate our health, safety and wellbeing initiatives and helps identify areas where we can improve.
- Healthy UoN initiatives are guided by a steering group and informed by the World Health Organisation.

#### 2. Scope

This document applies to all faculties, divisions, and organisational units of the University of Newcastle and its controlled entities.

#### 3. Definitions

In the context of this document, the following definitions apply:

- **Leader/Supervisor:** Any member of the University responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- **Workers:** As defined in the NSW Work Health & Safety Act 2011, workers include employees, conjoints, students on work experience, contractors, sub-contractors and their employees. Staff, conjoints, students on work experience, and contractors may be referred to collectively as workers, or separately as staff, conjoints, students, or contractors

#### 4. Responsibilities

##### 4.1 The Vice-Chancellor, University Executive Committee, and members of University Council

- Exercise due diligence by ensuring adequate resources are in place so that the requirements of this procedure are met.

## **4.2 Leaders/Supervisors**

- Support the Healthy University initiative and encourage staff and students to join the relevant programs on offer.

## **4.3 Health and Safety (H&S) Team**

- Manage the staff wellness programs within the allocated budget;
- Attend the Healthy University Steering Committee and relevant working parties;
- Work with student Health and Wellbeing Advisors to ensure programs and messages are consistent between staff and students;
- Evaluate staff wellness programs for effectiveness and take up rate;
- Identify gaps in health and wellbeing and identify programs to overcome the gaps.

## **4.4 Workers**

- Attend wellness programs relevant to their needs;
- Support and encourage the Healthy UON initiative.

# **5. Procedure**

- Working parties have been established to focus on the priority areas of:
  - Organisational health;
  - Psychological health;
  - Health promotion;
  - Research and evaluation.
- The Healthy UON steering committee oversees the working party initiatives and provides feedback to Executive Committee.
- The steering committee works together with all stakeholders to provide a whole of organisation, system based approach to promote the development of healthy learning, working, and living environments. To also promote a healthy approach to teaching and learning, and the creation of health focused alliances in the community.
- A diverse range of participants sit on the steering committee and working parties including the University Health Service, the Counselling Service, Health and Safety, Accommodation Services, International Office, Wollotuka, NUSA, NUPSA, Infrastructure Facility Services, Strategic Planning and Performance, Marketing and Communications and Academic staff specialists.
- A range of activities and services are available for staff and students that encourage positive physical, workplace, spiritual and mental health.

- The Healthy UON web page is used to promote and list upcoming events and the staff training calendar.
- Marketing and Communication staff promote upcoming events via social media channels and via internal and external communications.
- An email address for staff and student feedback is available at: | [healthy-uon@newcastle.edu.au](mailto:healthy-uon@newcastle.edu.au)

## **6. Attachments**

Nil

## **7. References**

Nil

## Document Summary Table

<h1>Guidelines for Supporting a Healthy University - KRA 2.8</h1>					
<b>Date of first edition:</b>	30/6/15	<b>Date this review will take effect</b>	N/A	<b>Date of next Review:</b>	30/6/18
<b>RM Folder Ref:</b>	<completion by policy team>	<b>Document Number:</b>	KRA 2.8	<b>Revision Number:</b>	<completion by H&S Team>
<b>Approved by:</b>	Director, People and Workforce Strategy				
<b>Owner:</b>	Associate Director, Health and Safety				
<b>Contact:</b>	University of Newcastle Health and Safety Team				
<b>Governing Legislation:</b>	Work Health and Safety Act NSW (2011)				
<b>Supporting documents &amp; forms of this procedure/guideline:</b>					
<b>Keywords:</b>	Health and Safety; H&S; Healthy University, Healthy UON, wellbeing				
<b>Important Notes:</b>					
<b>Revision History / Version Control</b>	Version 1				