



Section:	Health and Safety Standards and Procedures	Creation Date:	April 19, 2018
Sub-section:	Psychological Health & Safety D.32	Created By:	Rita Bevan
		Revision Date:	
		Revised By:	

POLICY STATEMENT

The Agency is committed to providing a physically and psychologically healthy and safe workplace.

We recognize that workers and the company have a shared responsibility to promote the principles of mutual respect, confidentiality and cooperation, as outlined in this policy. Any act that can cause harm to worker psychological health is unacceptable and will not be tolerated.

PURPOSE

This policy outlines our commitment to protecting the psychological health and safety of our workers. The purpose of this is to ensure that individuals are aware that any harm to psychological health and safety is considered a serious offence and therefore will be addressed accordingly. 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 his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community.

Psychological health and safety management system: an organizational management system consisting of policies, procedures, and practices put in place to assist organizations in creating a psychologically healthy and safe workplace.

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 due to negligent, reckless, or intentional acts.



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Workplace harassment: engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace violence: an exercise of physical force or the attempt to exercise physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker.

Workplace bullying is repeated, unreasonable or inappropriate behavior directed towards a worker, or group of workers, that creates a risk to health and safety.

ROLES AND RESPONSIBILITY

Management and Supervisors Responsibility

- fostering an organizational culture that promotes psychological health and safety
- ensuring compliance with relevant occupational health and safety laws
- ensuring that every reported incident of psychological harm is investigated, in an objective and timely manner, and potential areas of improvement are identified
- 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.

Worker Responsibility

- workers are required to be familiar with and follow the procedures that are in place to protect their psychological health.
- 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.



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COMMUNICATION

This Policy will be posted in the entranceway to our office, on our website, and included in our orientation manual.

TRAINING

Each new employee will receive training at time of orientation, and ongoing in health and safety newsletters.

Managers and office staff will receive initial training (April 2018), and periodic review by email and at health and safety meetings.

EVALUATION

This policy will be reviewed and evaluated by managers and staff each December, at the annual review meeting.