THE UNIVERSITY *of* ADELAIDE

Summary of how to manage psychosocial risks in the workplace

P R E V E N T I O N

Preventing (eliminating/minimising) psychosocial risks in the workplace is the responsibility of the University overall and the local supervisor/manager.

In doing so, a supervisor/manager should consider:
- ❑ Actions to maintain controls listed in the Enterprise-wide Risk Assessment for Psychosocial Hazards.
- ❑ Accessing programs and tools available from the Human Resources Staff Wellbeing Program.
- ❑ Advice provided in the Managing Psychosocial Risks in the Workplace online training module.
- ❑ Advice provided in the Mental Health Awareness at the University of Adelaide online training module.

R E S P O N S E

Psychosocial risks should be reported as below:

Reports arising from unacceptable behaviour from staff, students or other members of the university community:
- ❑ Reported to the Integrity Unit,
- ❑ Where they will be managed in accordance with the relevant policies and procedures. (further information can be found at Safer Campus Community).

Reports arising from work design:
- ❑ Reported in the University's on-line reporting system,
- ❑ Where they will be managed by Human Resources/HSW in accordance with the Staff Complaint Resolution Procedure and/or the Reporting and Investigation Procedure.

S U P P O R T

Local supervisors/managers can support staff in minimising the impact of psychosocial risks by:

- ❑ Accessing programs and tools available from the Human Resources Staff Wellbeing Program.
- ❑ Accessing the external Employee Assistance Program to provide managers and staff access to counselling, coaching and mentoring services including critical incident debriefing support.
- ❑ Supporting injury management, RTW and reasonable adjustments for work-related and non-work related injuries and illness.
- ❑ Pursuing the Diversity, Equity and Inclusion agenda
- ❑ Promoting Flexible Work Arrangements.

R E V I E W

The University can continuously improve its prevention and management of psychosocial risks through:

- ❑ Reviewing the Enterprise-wide Risk Assessment for Psychosocial Hazards (refer Section 5.1).
- ❑ Maintaining sufficient resourcing for the Human Resources Staff Wellbeing Program.
- ❑ Maintaining sufficient resourcing for the external Employee Assistance Program.
- ❑ Reviewing the effectiveness of controls through reports made on psychosocial risks.
- ❑ Actioning recommendations made in the annual report to the Chief People Officer (refer Section 7.1).

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