



Australian Government
Australian Skills Quality Authority

ASQA

Health, Safety and Wellbeing Strategy

2023-25

ASQA's Health, Safety and Wellbeing Strategy guides our approach to psychosocial and physical health and wellbeing initiatives. Through supporting our staff to reach their potential and thrive, we promote a united and empowered workforce that is efficient, effective and achieves optimal performance.

This Strategy aligns with ASQA's values and strategic objectives and should be read in conjunction with our relevant policies including the Work Health and Safety (WHS) Policy and Procedure (and relevant WHS legislation), Early Intervention, Rehabilitation and Return to Work Policy and Procedure, Hazard Reporting Guide and Reasonable Adjustment Policy.

Wellbeing – our strategic focus

ASQA seeks to exceed our WHS obligations. We:

- hold our leaders and employees accountable in ensuring workplace behaviours are consistent with a diverse, inclusive, flexible, connected and safe culture.
- implement a structured and risk-based approach to workplace health, safety and wellbeing to achieve consistently high standards of performance.
- are future orientated and are committed to using feedback and lessons learnt to continuously improve.
- take a pro-active approach to risk management and implement control measures to support staff's psychosocial wellbeing.

Wellbeing – our approach

Our commitment to supporting optimal health, safety and wellbeing:

- to foster a strong WHS culture where employees and leaders collaborate to mitigate risk and adhere to WHS obligations and requirements.
- to shape and enable a culture of diversity and inclusion through actively modelling behaviours that promote a united, connected, culturally safe and empowered workforce.
- to prioritise health and wellbeing through consulting with employees and engaging on matters and initiatives that are fit for purpose and future orientated.
- to uphold our duty of care under the WHS Act (2011) and ensure everyone is held accountable and takes responsibility to maintain a safe and healthy workplace.
- to equip our people with the tools and knowledge to build awareness, encourage and promote optimal health, safety and wellbeing practices.

Wellbeing – connected to you

This Strategy has four key pillars that underpin our wellbeing at work and drive ASQA's health, safety and wellbeing initiatives:



Mental wellbeing

Our mental state drives our ability to manage emotions and thrive both personally and professionally. ASQA is committed to providing the tools, resources and information to support the mental wellbeing of our staff.



Physical wellbeing

A central element of an individual's overall health is their physical wellbeing. Physical wellbeing is influenced by an individual's health, lifestyle choices and behaviours, and directly impacts an individual's mental wellbeing. ASQA is committed to helping staff build and maintain a healthy and balanced lifestyle to increase their physical wellbeing.



Work, Health and Safety

A safe work environment will increase staff productivity and minimise risk to injury or illness. ASQA aligns with the WHS Act (2011) and is committed to protecting the health and safety of its people through having clear safeguards and providing a safe work environment.





Psychosocial wellbeing


When individuals feel supported, physically and psychologically, they feel safe to bring their whole unique selves to work. ASQA is committed to supporting employees through providing adequate training, tools and resources whilst ensuring appropriate levels of autonomy, role clarity and providing opportunities to consult on change. We encourage the use of reward and recognition in the workplace and have a zero-tolerance policy on bullying, harassment and violence. Through implementing these control measures we aim to minimise potential psychological and physical harm.


ASQA Initiatives

We support individuals through their employee lifecycle and tailor initiatives to support their health and wellbeing journey.

 Mental wellbeing

 Physical wellbeing

 Work, Health and Safety

 Psychosocial wellbeing

Thriving

Optimal physical health and psychosocial safety

Healthy Lifestyle Allowance

ASQA offers an annual reimbursement of up to \$300 each calendar year for expenditure on healthy lifestyle activities and personal needs.

Learning and Development

Learnhub, Go1 and our EAP provide a range of tools, articles, and self-guided learning opportunities to support and improve health, safety and wellbeing

Flexible Working Arrangements

Our Flexible Work Framework assists employees to achieve a balance between their work and personal responsibilities while supporting diversity and inclusion and ensures an agency-wide approach to flexibility.

Study Assistance

ASQA can provide support to employees who wish to undertake an approved course of study. This initiative aims to enhance professional and career development.

Home Based Work

Through promoting hybrid working arrangements, ASQA provides modern work practices while ensuring connectivity, inclusivity and a positive workplace culture.

Reward and Recognition

CEO awards, performance management discussions and informal recognition helps motivate, encourage and support better understanding of role expectations.

Sustaining

Maintaining physical health and psychosocial safety

Wellbeing webinars/seminars

ASQA offer wellbeing workshops throughout the year to encourage employees to focus on their wellbeing, build knowledge and increase resilience.

Emergency Contact Representatives

First Aid Officers, Fire Wardens, Mental Health First Aid Officers and Health and Safety Representatives are available to represent, assist and support the health, wellbeing and safety of employees and our workplace.

Performance Development Framework (PDF)

We develop employee's skills and capabilities. The PDF helps clarify individual roles and work efforts and align them to ASQA's strategic direction.

Vaccination Program

Free annual influenza (flu) vaccinations.

Ergonomic Workstation set up

Workstation assessments to reduce staff exposure to physical hazards and prevent musculoskeletal disorders and other physical injuries.

Workplace Safety Inspections

Bi-annual workplace inspections are undertaken, and necessary corrective actions are implemented promptly. Day-to-day hazards and near misses are reported immediately and corrected in a timely manner.

Building

Strengthening physical health and psychosocial safety

Employee Assistance Program (EAP)

24/7 counselling service that is free, confidential and anonymous. A range of services available for employees and household members.

Paid Domestic and Family Violence Leave

ASQA is committed to providing a safe environment that supports employees who are experiencing domestic and family violence.

Rehabilitation, Early Intervention and Return to Work programs

ASQA is committed to supporting rehabilitation and facilitating employees' safe return to work after illness or injury.

Reconciliation Action Plan (RAP)

ASQA is committed to promoting reconciliation to address inequalities that currently exist, particularly in the areas of education, employment and economic prosperity.

Cultural and Religious Leave

Up to two days paid religious, cultural or ceremonial leave each year to take part in activities associated with an employee's culture or ethnicity.

Gender Affirmation Guide

The Gender Affirmation Guide supports an inclusive and respectful workplace, provides support to employees affirming their gender, and builds awareness about diverse gender identities.