

Appendix D - Examples of Controls for Psychosocial Hazards

From Safe Work Australia: Psychosocial hazards | Safe Work Australia

When choosing control measures, you must consider all the hazards present and how they may interact and combine. You must review control measures to check they are working as planned. If a control measure is not improving the hazard, or is creating new risks, you must make changes.

Controlling "Job Demands"

You must eliminate or minimise psychosocial risks so far as is reasonably practicable. For example:

- Plan non-urgent work for quieter periods.
- Have enough breaks and time between shifts.
- Find efficiencies (e.g. redesign processes to reduce double handling).
- Provide quiet spaces for workers doing mentally demanding work.
- Reduce the risk of mistakes (e.g. use IT systems to capture important information and generate reminders).
- Plan the workforce to ensure there are the right number of skilled workers to do the job.
- Schedule enough time for difficult tasks to be completed safely. New or junior workers may need more time, supervision or support.
- Increase flexibility in emotional situations (e.g. allow discretionary refunds where appropriate to avoid customer aggression).
- Train workers so they have the skills to do the job safely.

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 4 - Flexible work provisions https://services.anu.edu.au/humanresources/enterprise-agreement/4-flexiblework-provisions

Clause 19 - Entitlements to Breaks https://services.anu.edu.au/human-resources/enterprise-agreement/19-entitlement-to-breaks

Clause 28 - Shift Work https://services.anu.edu.au/humanresources/enterprise-agreement/28-shiftwork-0

Clause 52 - Workloads https://services.anu.edu.au/humanresources/enterprise-agreement/52workloads-0

ANU Policy and Procedures

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP_000432

ANUP_000607_ Procedure Shiftwork https://policies.anu.edu.au/ppl/document/ANUP_000607

ANUP_000610_Procedure Overtime for Professional Staff

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 $\frac{https://policies.anu.edu.au/ppl/document/AN}{UP_000610}$

ANUP_003607_Policy: Workloads https://policies.anu.edu.au/ppl/document/AN UP_003607

ANUP_003069_Procedure: Workloads https://policies.anu.edu.au/ppl/document/ANUP_003609

Controlling "Low Job Control"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Match workers level of autonomy to their role and skills (e.g. give supervisors more decision-making power than junior workers).
- Have approval processes that balance risks and efficiency (e.g. streamline decision making for low risk or routine tasks).
- Have flexible processes that can be adapted for different situations (e.g. increase workers' discretion when dealing with aggressive customers).
- Give workers control over their workflow (e.g. allow workers to switch tasks or pause machine paced work to manage their fatigue).
- Plan any regular additional hours in advance with workers (e.g. be upfront about extra hours during peak season).
- Consult with workers on the work and any changes (e.g. discuss work challenges and solutions during team meetings).

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 4 - Flexible work provisions - https://services.anu.edu.au/human-resources/enterprise-agreement/4-flexible-work-provisions

Clause 18 - Ordinary Hours of Work for Professional Staff

https://services.anu.edu.au/humanresources/enterprise-agreement/18-ordinaryhours-of-work-for-professional-staff

Clause 45 - Flexible Working Hours for Professional Staff

https://services.anu.edu.au/human-resources/enterprise-agreement/45-flexible-work-arrangements

Clause 46 - Career and Performance Development

https://services.anu.edu.au/humanresources/enterprise-agreement/46-careerand-performance-development-2

Clause 52 - Workloads

https://services.anu.edu.au/humanresources/enterprise-agreement/52workloads-0

ANU Policy and Procedures:

ANUP_000610_Procedure Overtime for Professional Staff

https://policies.anu.edu.au/ppl/document/AN UP_000610

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ANUP000531 Procedure - Working Safely Away from Campus -

https://policies.anu.edu.au/ppl/document/AN UP_000531

ANUP000598 Procedure - Home Based Work https://policies.anu.edu.au/ppl/document/ANUP_000598

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Controlling "Poor Support"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Give workers the things they need to do their jobs well and safely (e.g. they have the right tools, equipment, systems and resources).
- Have good information sharing systems so workers can quickly access any necessary information (e.g. keep databases up to date).
- Set up the workplace so it is easy to get help from others (e.g. seat teams together and have places where workers can have private discussions).
- Ensure supervisors have the skills and time to manage workers (e.g. to answer questions, help with challenging tasks and develop workers' skills).
- Build a workplace culture that values cooperation (e.g. have team goals and reward workers who help others).
- Hold regular team meetings to discuss challenges, potential solutions and any support needs (e.g. updating old equipment or debriefs after emotionally challenging tasks).
- Train workers to ensure they know how to do their jobs and use any relevant tools, equipment, systems, policies and processes.

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 46 - Career and performance development

https://services.anu.edu.au/human-resources/enterprise-agreement/46-career-and-performance-development-2

Clause 47 - Performance and development process

https://services.anu.edu.au/humanresources/enterprise-agreement/47performance-and-development-process

Clause 48 - Professional staff career development

https://services.anu.edu.au/humanresources/enterprise-agreement/48professional-staff-career-development

Clause 49 - Study provisions for professional staff

https://services.anu.edu.au/humanresources/enterprise-agreement/49-studyprovisions-for-professional-staff-0

Clause 66 - Amenities

https://services.anu.edu.au/human-resources/enterprise-agreement/66-amenities

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Controlling "Lack of Role Clarity"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Clearly outline key tasks, responsibilities and expectations in position descriptions.
- Have clear reporting lines (e.g. workers have a single immediate supervisor) and ensure workers understand them (e.g. have an organisational chart).
- Ensure workers understand who is doing what. Particularly if workers share tasks or responsibilities.
- Give clear instructions and provide the information workers need to their job well.
- Change or clarify any tasks or processes that often cause conflict, confusion, or mistakes.
- Induct new workers and ensure they understand the role and expectations (e.g. standards of work and behaviour).
- Explain how and why tasks are assigned. Particularly if a worker is given a task that is not usually part of their job.
- Have clear guidelines on how to fix conflicting expectations (e.g. between workers, workers and supervisors, or workers and clients).

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 15 - Contract of Employment https://services.anu.edu.au/human-resources/enterprise-agreement/15-contract-of-employment

Section 16 - Supervisor

https://services.anu.edu.au/human-resources/enterprise-agreement/16-supervisor

Schedule 5 - Minimum standards for academic levels (MSAL)

https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-5-minimum-standards-for-academic-levels-msal

Schedule 6 - Professional staff classification descriptors

https://services.anu.edu.au/humanresources/enterprise-agreement/schedule-6professional-staff-classification-descriptors

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Controlling "Poor Organisational Change Management"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- A <u>PCBU</u> must consult with workers who are, or are likely to be, affected by a WHS matter.
- Allow for a change period when setting work plans (e.g. allow more time to do new tasks until workers get used to them).
- Ensure changes are reasonable and fair (e.g. distribute work fairly).
- Provide practical support for changes (e.g. provide training on how to do new tasks and access to the right equipment).
- Provide clear, authoritative information about upcoming changes as soon as possible and keep workers up to date.
- Ensure workers understand the changes and why they're happening.
- Tell customers and suppliers about the changes and any impacts (e.g. warn customers in advance if they may have to wait longer for an order).
- Be empathetic to any frustration and help with any challenges.
- Encourage workers to engage with consultation and change management processes.

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 69 - Job Security

https://services.anu.edu.au/human-resources/enterprise-agreement/69-job-security

Clause 70 - Organisational change and consultation

https://services.anu.edu.au/humanresources/enterprise-agreement/70organisational-change-and-consultation

ANU Policy and Procedure:

ANUP_000490_Procedure: Managing Change https://policies.anu.edu.au/ppl/document/ANUP_000490

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Comcare Resources

Psychosocial hazards

https://www.comcare.gov.au/safe-healthy-work/prevent-harm/psychosocial-hazards%23:~:text=Psychosocial%20hazards%20are%20aspects%20of%20work%20which%20have,the%20potential%20to%20cause%20psychological%20or%20physical%20harm.

 Reducing the psychosocial risks of workplace change self-assessment tool

https://www.comcare.gov.au/about/forms-

pubs/docs/pubs/safety/reducingthe-pr-of-wc.pdf

Your mental health responsibilities at work

https://www.comcare.gov.au/safehealthy-work/mentally-healthyworkplaces/mental-healthresponsibilities

 How managers can support worker mental health

https://www.comcare.gov.au/safehealthy-work/mentally-healthyworkplaces/how-managers-cansupport-worker-mental-health-andwellbeing

 Mental Health Community of Practice: Managing Organisational Change

https://www.comcare.gov.au/about/news-events/events/mental-health-community-of-practice

 People at Work - psychological safety tool

https://www.comcare.gov.au/about/forms-

pubs/docs/pubs/safety/Comcare-People-at-Work-FAQs.pdf

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• Psychological health and safety in the workplace training

https://www.comcare.gov.au/about/training/full-training-list

More information:

Australian Public Service
 Commission: Machinery of
 Government
 https://www.apsc.gov.au/working-aps/information-aps-employment/machinery-government-mog

- Fair Work Ombudsman: Consultation and cooperation in the workplace https://www.fairwork.gov.au/tools-and-resources/best-practice-guides/consultation-and-cooperation-in-the-workplace
- Safe Work Australia: Work-related psychological health and safety: A systematic approach to meeting your duties

https://www.safeworkaustralia.gov.a u/doc/work-related-psychologicalhealth-and-safety-systematicapproach-meeting-your-dutiesarchived

Controlling "Inadequate Reward and Recognition"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Be fair and transparent when recognising or rewarding workers.
- Provide feedback promptly and ensure it is specific, practical and fair.
- Ensure performance management focuses on things workers can control.
- Consult workers when deciding on reward or recognition systems (e.g. ensure they are meaningful to workers).
- Train supervisors on good performance management.
- Prioritise improvement over blame when having difficult conversations or managing underperformance.

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 22 – 31 covering "Salary and benefits" - https://services.anu.edu.au/human-resources/enterprise-agreement

Clause 50 – Review of staff appointment category

https://services.anu.edu.au/human-resources/enterprise-agreement/50-review-of-staff-appointment-category-0

Clause 51 – Multiskilling and staff transfer

https://services.anu.edu.au/human-resources/enterprise-agreement/51-multiskilling-and-staff-transfer-0

Clause 68 – Classification and salary structures https://services.anu.edu.au/human-resources/enterprise-agreement/68-classification-and-salary-structures

Clause 72 - Managing performance

https://services.anu.edu.au/humanresources/enterprise-agreement/72-managingperformance

ANU Policy and Procedures

ANUP_000811_Procedure: Vice-Chancellor's Annual awards -

https://policies.anu.edu.au/ppl/document/ANUP _000811

Controlling "Poor Organisational Justice"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Have unbiased and transparent processes, policies and procedures (e.g. for making decisions or workplace entitlements).
- Ensure work standards are achievable and that workers will

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 59 – Anti Discrimination
https://services.anu.edu.au/human-resources/enterprise-agreement/59-anti-discrimination

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not be blamed for things outside their control.

- Keep confidential information secure and have places where private conversations can be held.
- Meet workers' reasonable needs (e.g. ensure the workplace is accessible for workers).
- Have a way for workers to report issues, raise concerns or appeal decisions.
- Keep workers informed in a timely way (e.g. tell unsuccessful job applicants privately before publicly announcing promotion decisions).
- Protect workers who raise safety concerns from discrimination.
- Hire and promote workers based on merit using transparent selection methods.

Clause 61 - Aboriginal and Torres Strait Islander Employment

https://services.anu.edu.au/humanresources/enterprise-agreement/61aboriginal-and-torres-strait-islanderemployment

Clause 63 – Workplace Health and safety cooperation

https://services.anu.edu.au/human-resources/enterprise-agreement/63-workplace-health-and-safety-co-operation

Clause 76 - Grievance resolution

https://services.anu.edu.au/human-resources/enterprise-agreement/76-grievance-resolution

ANU Policy and Procedures:

ANUP_017009_Policy: University services feedback -

 $\frac{https://policies.anu.edu.au/ppl/document/ANU}{P_017009}$

Other ANU Strategic Documents

ANU Disability Action Plan -

https://d1zkbwgd2iyy9p.cloudfront.net/files/committee/images/HR200059%2520Disability%2520Action%2520Plan%2520FINAL.pdf

ANU Reconciliation Action Plan - https://www.anu.edu.au/about/strategic-planning/reconciliation-action-plan

Controlling "Traumatic Events or Material"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Avoid exposing workers to traumatic event (e.g. only send essential workers to a disaster scene).
- Eliminate physical risks in the workplace so workers aren't

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 15 - Contract of employment

https://services.anu.edu.au/humanresources/enterprise-agreement/15-contractof-employment

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- exposed to a workplace incident or near miss.
- Use physical barriers to discourage suicide attempts (e.g. restrict roof access) and remove or secure potentially lethal means of selfharm in the workplace (e.g. scalpels, medications or hazard chemicals).
- Flag or password protect files with distressing content to stop people opening them accidently.
- Stop workers unnecessarily listening to or watching traumatic materials (e.g. allow online moderators to remove users after a single serious breach instead of making them review all the content).
- Minimise the number of traumatic events or materials each worker is exposed to (e.g. rotate workers through different roles).
- Increase breaks, recovery time and support if workers are exposed to traumatic events or materials.
- Train workers on how to respond to incidents to reduce the number of decisions they have to make (e.g. train bank tellers on what to do if there is an armed hold up).
- Tell workers when they apply for the job what it will involve and if it could involve exposure to trauma.
- Vicarious trauma monitoring.
- Ongoing preventative counselling.

Clause 63 – Workplace Health and safety cooperation

https://services.anu.edu.au/humanresources/enterprise-agreement/63workplace-health-and-safety-co-operation

Clause 62 – Compensation for loss or damage to personal property

https://services.anu.edu.au/humanresources/enterprise-agreement/62compensation-for-loss-or-damage-topersonal-property-0

ANU Policy and Procedures

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANU P_000432

ANUP_000463_Policy: Security – buildings and site

https://policies.anu.edu.au/ppl/document/ANUP_000463

ANUP_002606_Policy Student Critical Incident https://policies.anu.edu.au/ppl/document/ANU P_002606

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Controlling "Remote or Isolated work"

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. You must also manage the risks associated with remote or isolated work, including providing effective communication with workers doing remote or isolated work.

The Code of Practice: Managing the workplace environment and facilities https://www.safeworkaustralia.g ov.au/doc/model-code-practice-managing-work-environment-and-facilities provides information on how to control the risks including guidance on:

- workplace layout and design
- communication systems
- buddy systems
- movement records, and
- training, information and supervision.

More information is also available at remote or isolated work

https://www.safeworkaustralia.gov.au/safety-topic/hazards/remote-and-isolatedwork

Also, from Comcare - Psychosocial hazards | Comcare

https://www.comcare.gov.au/safehealthy-work/prevent-

harm/psychosocial-

hazards%23:~:text=Psychosocial%20haz ards%20are%20aspects%20of%20work %20which%20have,the%20potential%20 to%20cause%20psychological%20or%20 physical%20harm.

> Remote or isolated work – Safe Work Australia

https://www.safeworkaustralia.go

v.au/safety-

topic/hazards/remote-and-isolated-work/overview

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 15 - Contract of employment

https://services.anu.edu.au/humanresources/enterprise-agreement/15-contractof-employment

Clause 66 - Amenities

https://services.anu.edu.au/human-resources/enterprise-agreement/66-amenities

ANU Policy and Procedures

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP _000432

ANUP_000610_Procedure Overtime for Professional Staff

https://policies.anu.edu.au/ppl/document/ANUP _000610

ANUP000531 Procedure - Working Safely Away from Campus

https://policies.anu.edu.au/ppl/document/ANUP _000531

ANUP000598 Procedure - Home Based Work

https://policies.anu.edu.au/ppl/document/ANUP _000598

ANUP_000463_Policy: Security – buildings and site

https://policies.anu.edu.au/ppl/document/ANUP_000463

ANUP_000476_Policy: Travel

https://policies.anu.edu.au/ppl/document/ANUP _000476

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 Overseas Workers - How Should I Identify and Manage the Risks factsheet

https://www.comcare.gov.au/about/forms-

pubs/docs/pubs/safety/overseasworkers-manage-risks.pdf

Controlling "Poor Physical Environment"

You must eliminate both psychosocial and physical risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. Specific duties may also apply under WHS laws for some aspects of managing a poor physical environment. For example, how to manage the risks of plant in the workplace. For information on how to manage a poor physical environment please see Safe Work Australia's A-Z hazard library

https://www.safeworkaustralia.gov.au/safety-topic/hazards

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 66 - Amenities

https://services.anu.edu.au/human-resources/enterprise-agreement/66-amenities

ANU Policy and Procedures

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP _000432

ANUP_000463_Policy: Security – buildings and site

https://policies.anu.edu.au/ppl/document/ANUP _000463

Controlling "Workplace Violence and Aggression"

Under the model WHS laws, persons conducting a business or undertaking (PCBUs) must manage the health and safety risks of workplace violence and aggression between workers and from other people at the workplace, like customers and clients.

 Preventing workplace violence and aggression guide

https://www.safeworkaustralia.go v.au/doc/preventing-workplaceviolence-and-aggression-guide

ANU Context

ANU Policy and Procedures

ANUP_000388_Policy: Code of conduct - https://policies.anu.edu.au/ppl/document/ANUP _000388

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP _000432

ANUP_000463_Policy: Security – buildings and site

https://policies.anu.edu.au/ppl/document/ANUP_000463

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 Workplace violence and aggression – advice for workers

> https://www.safeworkaustralia.go v.au/doc/workplace-violence-andaggression-advice-workers

ANUP_6097481_Policy: Student Code of Conduct

https://policies.anu.edu.au/ppl/document/ANUP_6097481

ANUP_002606_Policy Student Critical Incident - https://policies.anu.edu.au/ppl/document/ANUP _002606

The Respectful Relationships Unit https://www.anu.edu.au/students/health-safety-wellbeing/respectful-relationships

(RRU) focusses on the prevention of sexual assault and sexual harassment in the ANU community. The University's holistic response to sexual assault and sexual harassment is divided into three areas.

- 1. Education and prevention
- 2. Reporting, disclosures and case management
- 3. Institutional response and reporting

Controlling "Bullving"

Bullying can cause both psychological and physical harm, making it a risk to health and safety.

Under model WHS laws

https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-

<u>laws</u>, persons conducting a business or undertaking (*PCBUs*) must manage the health and safety *risks* of workplace bullying.

Supporting Information

 Guide for preventing and responding to workplace bullying https://www.safeworkaustralia.gov.au/doc/guide-preventing-and-responding-workplace-bullying

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 60 – Anti-bullying and anti-harassment

https://services.anu.edu.au/humanresources/enterprise-agreement/60-antibullying-and-anti-harassment

Clause 72 - Managing performance https://services.anu.edu.au/human-resources/enterprise-agreement/72-managing-performance

Clause 76 - Grievance resolution https://services.anu.edu.au/human-resources/enterprise-agreement/76-grievance-resolution

ANU Policy and Procedures

ANUP_000388_Policy: Code of conduct - https://policies.anu.edu.au/ppl/document/ANUP_000388

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 Dealing with workplace bullying - a workers' guide https://www.safeworkaustralia.gov.

https://www.safeworkaustralia.gov. au/doc/dealing-workplacebullying-workers-guide ANUP_6097481_Policy: Student Code of Conduct

https://policies.anu.edu.au/ppl/document/ANU P_6097481

ANUP_000623_Procedure: Prevention of discrimination, harassment and bullying https://policies.anu.edu.au/ppl/document/ANUP_000623

Additional Comcare resources - Psychosocial hazards

https://www.comcare.gov.au/safe-healthy-work/prevent-harm/psychosocial-hazards%23:~:text=Psychosocial%20hazards%20are%20aspects%20of%20work%20which%20have,the%20potential%20to%20cause%20psychological%20or%20physical%20harm.

Resources to assist employers to fulfil their responsibilities:

- Preventing and Responding to Workplace Bullying guide https://www.safeworkaustralia.gov.au/doc/guide-preventing-and-responding-workplace-bullying
- Framework for Developing a
 Bullying Policy checklist for
 employers
 https://www.comcare.gov.au/about/
 forms pubs/docs/pubs/safety/framework for-developing-bullying-policy checklist.pdf
- People at Work this free risk assessment tool helps workplaces identify psychosocial hazards in the workplace, eg bullying and occupational violence, and provides guidance on practical ways to manage them https://www.comcare.gov.au/safe-healthy-work/mentally-healthy-workplaces/mental-health-

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initiatives/people-at-work.

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 Having a harassment officer – sometimes known as a contact officer, equal opportunity officer or equity contact officer – in place for workers to speak to https://humanrights.gov.au/quick-guide/12041

Workplace bullying support pack for employers:

- Workplace Bullying factsheet
 https://www.comcare.gov.au/about/forms-pubs/docs/pubs/safety/workplace-bullying-factsheet.pdf
- Managing Difficult Conversations and Providing Feedback factsheet https://www.comcare.gov.au/about/forms-pubs/docs/pubs/safety/managing-difficult-conversations-factsheet.pdf
- Responding to Workplace Bullying pocket guide
 https://www.comcare.gov.au/about/forms-pubs/docs/pubs/safety/responding-to-workplace-bullying-guide.pdf
- Two Minute Toolbox Talk to Team Leaders script https://www.comcare.gov.au/about/forms-pubs/docs/pubs/safety/two-minute-toolbox-talk-team-leaders.pdf
- Workplace Bullying Prevention self-assessment tool https://www.comcare.gov.au/about/ formspubs/docs/pubs/safety/workplacebullying-prevention-selfassessment-tool.pdf

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Example Workplace Bullying
 Survey administration instructions
 https://www.comcare.gov.au/about/
 forms pubs/docs/pubs/safety/example workplace-bullying-survey-admininstructions.pdf

Resources for workers concerned about inappropriate workplace behaviour or bullying:

- Dealing with Workplace Bullying guide – for workers https://www.safeworkaustralia.gov.au/doc/dealing-workplace-bullying-workers-guide
- Dealing with Workplace Bullying and Requesting Comcare Assistance information sheet for workers https://www.comcare.gov.au/about/forms-pubs/docs/pubs/safety/dealing-with-workplace-bullying-information-sheet.pdf
- Workplace Bullying factsheet by Australian Human Rights
 Commission
 https://humanrights.gov.au/ourwork/employers/workplacebullying-violence-harassment-andbullying-fact-sheet
- Fair Work Commission Anti-Bullying Measures https://www.fwc.gov.au/#antibullying
- Heads Up practical guides for employers and managers to help take action against bullying https://www.beyondblue.org.au/me https://www.beyondblue.org.au/me

WHSMS Handbook - Element 3 Implementation - Chapter 3.15 – Appendix D Examples of Controls for Psychosocial Hazards

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Controlling "Harassment including sexual harassment" AND "Conflict or poor workplace relationships and interactions"

ANU Context

You must eliminate psychosocial risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. For example:

- Secure the workplace and control who has access to it (e.g. have private secure change rooms and limit public access to the workplace particularly at night).
- Increase visibility in the workplace (e.g. use semi-opaque glass for offices to improve natural surveillance).
- If possible, ban or refuse service to people with a history of poor behaviour (e.g. ban aggressive pub patrons).
- Limit the cash, valuables and medicines at the workplace.
- Reduce wait times for services (e.g. transfer calls to other areas during peak times).
- Manage other psychosocial hazards (health/psychosocial-hazards

 e.g. high job demands) to reduce the risk of workers becoming stressed and behaving poorly in the workplace.

For more information on how to control these hazards:

bullying https://www.safeworkaustralia. The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 59 - Anti-Discrimination
https://services.anu.edu.au/human-resources/enterprise-agreement/59-anti-discrimination

Clause 60 – Anti-bullying and anti-harassment

https://services.anu.edu.au/humanresources/enterprise-agreement/60-antibullying-and-anti-harassment

Clause 66 - Amenities
https://services.anu.edu.au/human-resources/enterprise-agreement/66-amenities

Clause 76 – Grievance resolution https://services.anu.edu.au/humanresources/enterprise-agreement/76-grievanceresolution

ANU Policy and Procedures

ANUP_000388_Policy: Code of conduct https://policies.anu.edu.au/ppl/document/ANUP_0 00388

ANUP_000432 Policy - Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP_0 00432

ANUP_6059194 - Policy Sexual misconduct https://policies.anu.edu.au/ppl/document/ANUP_6 059194

ANUP_000463_Policy: Security – buildings and site

https://policies.anu.edu.au/ppl/document/ANUP_0 00463

ANUP_6097481_Policy: Student Code of Conduct https://policies.anu.edu.au/ppl/document/ANUP_6 097481

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gov.au/safetytopic/hazards/bullying

sexual harassment

gov.au/safety-

violence and aggression https://www.safeworkaustralia. gov.au/safetytopic/hazards/workplaceviolence-and-aggression

> topic/hazards/workplacesexual-harassment

https://www.safeworkaustralia.

ANUP_000623_Procedure: Prevention of discrimination, harassment and bullying https://policies.anu.edu.au/ppl/document/ANUP_0 00623

You must eliminate both psychosocial and physical risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. Specific duties may also apply under WHS laws for some aspects of managing job insecurity.

Examples include:

- Identify job roles and employment arrangements that contribute to job insecurity, such as casual, fixed term, or continuing contingent funding (CCF) employment.
- Where possible, transition workers from insecure arrangements to more stable, permanent contracts.
- Provide transparent information about job roles, expectations, and future employment prospects.
- Educate managers and supervisors on the effects of job insecurity and how to support affected workers/
- Provide training and development opportunities to help workers develop skills that enhance their employability.
- Maintain open communication channels to keep workers informed about organisational

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 7 – Types of employment

https://services.anu.edu.au/humanresources/enterprise-agreement/7-types-ofappointment

Clause 46 – Career and performance development

https://services.anu.edu.au/humanresources/enterprise-agreement/46-careerand-performance-development

Clause 69 - Job security

https://services.anu.edu.au/humanresources/enterprise-agreement/69-jobsecurity

Clause 70 - Organisational change and consultation

https://services.anu.edu.au/humanresources/enterprise-agreement/70organisational-change-and-consultation

ANU Policy and Procedures

ANUP_000381_Policy: Career development https://policies.anu.edu.au/ppl/document/ANUP _000381

ANUP_000381_Policy: Staff consultation and organisational change

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changes that may affect their job security.

https://policies.anu.edu.au/ppl/document/ANUP_006404

Controlling "Fatigue"

You must eliminate both psychosocial and physical risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. Specific duties may also apply under WHS laws for some aspects of managing fatigue.

Examples include:

- Identify factors that contribute to fatigue, such as long working hours, shift work, and high workload.
- Design work schedules that allow for adequate rest and recovery.
 Avoid excessive overtime and ensure regular breaks.
- Rotate shifts in a forward manner (morning to afternoon to night) and limit the number of consecutive night shifts.
- Improve lighting, temperature control, and ergonomics to reduce physical strain.
- Provide training on the importance of sleep, healthy lifestyle choices, and recognising signs of fatigue.
- Educate workers on strategies to manage fatigue, such as taking short breaks and staying hydrated.
- Regularly monitor fatigue levels and review control measures to ensure they are effective.
- Encourage workers to report fatigue-related incidents and near misses.

For information on how to manage fatigue please see Safe Work Australia's A-Z hazard library

https://www.safeworkaustralia.gov.au/safety-topic/hazards/fatigue

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 18 – Ordinary hours of work for professional staff

https://services.anu.edu.au/humanresources/enterprise-agreement/18-ordinaryhours-of-work-for-professional-staff

Clause 19 - Entitlements to breaks

https://services.anu.edu.au/humanresources/enterprise-agreement/19entitlement-to-breaks

Clause 28 - Shiftwork

https://services.anu.edu.au/human-resources/enterprise-agreement/28-shift-work

Clause 52 - Workloads

https://services.anu.edu.au/human-resources/enterprise-agreement/52-workloads

Clause 53 – Right to disconnect

https://services.anu.edu.au/humanresources/enterprise-agreement/53-right-todisconnect

ANU Policy and Procedures

ANUP_000432 Work Health and Safety https://policies.anu.edu.au/ppl/document/ANUP _000432

ANUP_003607_Policy: Workloads
https://policies.anu.edu.au/ppl/document/ANUP
_003607

ANUP_003609_Procedure: Workloads

https://policies.anu.edu.au/ppl/document/ANUP _003609

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Controlling "Intrusive surveillance"

You must eliminate both psychosocial and physical risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. Specific duties may also apply under WHS laws for some aspects of managing intrusive surveillance.

Examples include:

- Develop and communicate clear policies on the use of surveillance, ensuring they are not excessive or punitive.
- Obtain informed consent from employees before implementing surveillance measures and clearly explain the purpose and scope of monitoring.
- Restrict surveillance to workrelated activities and avoid monitoring during breaks or in private areas.
- Educate managers and supervisors on the appropriate use of surveillance and its potential impact on workers.
- Engage with workers to discuss surveillance practices and involve them in developing and reviewing policies.

ANU Context

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 72 - Managing performance

https://services.anu.edu.au/humanresources/enterprise-agreement/72-managingperformance

ANU Policy and Procedures

ANUP_000388 Code of conduct

 $\frac{\text{https://policies.anu.edu.au/ppl/document/ANUP}}{\text{_000388}}$

ANUP_000421_Policy: Information technology security

https://policies.anu.edu.au/ppl/document/ANUP _000421

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Controlling "Family and domestic violence (DV) at work"

ANU Context

You must eliminate both psychosocial and physical risks, or if that is not reasonably practicable, minimise them so far as is reasonably practicable. Specific duties may also apply under WHS laws for some aspects of managing a poor physical environment.

Examples include:

- Develop and regularly review policies related to FDV.
- Implement a system to identify at risk situations when staff are working from a home-based work environment.
- Secure the campus workplace with staff ID entry requirements.
- Prevent unauthorised individuals from entering the workplace.
- Provide flexible work arrangement and hours for affected staff members.
- Educate employees about available support services and their rights regarding FDV including access to domestic violence leave provisions.

The Australian National University Enterprise Agreement 2023-2026 (and its successors):

Clause 4 – Flexible work provisions

https://services.anu.edu.au/humanresources/enterprise-agreement/4-flexiblework-provisions

Clause 4 – Family and domestic violence leave

https://services.anu.edu.au/humanresources/enterprise-agreement/40-family-anddomestic-violence-leave

ANU Policy and Procedures

ANUP_000482 Work and study flexibility

https://policies.anu.edu.au/ppl/document/ANUP_000482

ANUP_000463_Procedure: Family and domestic violence leave

https://policies.anu.edu.au/ppl/document/ANUP _000657

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