Company Directive

POLICY DOCUMENT: HS22/1

Managing Mental Health in the Workplace

Policy Summary

This policy describes how work related mental health issues are managed in WPD.

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Implementation Date:	November 2016
Approved by:	*[signature]* Lee Wallace Safety and Training Manager
Date:	1st November 2016

IMPLEMENTATION PLAN

Introduction

This policy describes how work related mental health issues are managed in WPD.

Main Changes

Title changed and document reworded to encompass all mental health issues.

Impact of Changes

All mental health issues should be addressed in accordance with this policy and its associated standard techniques.

Implementation Actions

Line managers should bring this document to the attention of their staff at their next team meeting.

Implementation Timetable

This policy can be implemented with immediate effect.

Document Revision & Review Table		
Date	**Comments**	**Author**
November 2016	• Document title changed and document reworded to encompass all mental health issues	Lucine Evans
October 2015	• This document has been reviewed and references updated (section 4.3) • New Implementation Page 2 is inserted • These changes have no impact on the application of this WPD policy	Lucine Evans
October 2012	This document is reviewed, this table was added and branding was changed to include "The Midlands" These changes have no impact on the application of this WPD policy.	Paul Woodward

1.0   INTRODUCTION

The aim of this policy is to create a workplace environment that promotes the mental wellbeing of all employees.

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which effect people's mental wellbeing at work can have a wide range of benefits for individuals and organisations as a whole.

Addressing workplace mental ill health issues can strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

This Policy and its associated Standard Techniques aim to cover the following aspects of mental health and wellbeing:

Promotion of mental wellbeing through:
- Providing information and raising awareness about mental wellbeing
- Providing opportunities for employees to look after their mental wellbeing
- Promoting policies and practices that promote wellbeing

Development of management skills to:
- Enable line managers to promote the mental wellbeing of staff
- Enable line managers to identify and provide support to deal with issues around mental ill health and stress effectively

Provide support to employees through:
- Provision of a work environment that promotes and supports the wellbeing of all employees
- Offering assistance and advice for people who experience a mental ill health issue while in employment
- Making reasonable adjustments to help people get back to work after a period of absence due to mental ill health.

2.0   SCOPE

Mental ill health problems and stress can affect anyone, and this policy applies equally to all employees.

WPD has in place a considerable number of policies and practices to ensure, as far as reasonably practical, that individuals are not unduly subjected to issues that will cause mental ill health. These policies and practices are the control measures to manage the risk of work related mental ill health, within the business and include:

- Equal Opportunity (POL:ER7)
- Harassment (POL:ER8)
- Standards of Conduct (POL:ER21)
- Code of Ethics (POL:ER18)
- Job Summaries
- Management of Change (POL:ER13)
- Personal Development Reviews (POL:ER21)
- Team Briefings / Meetings
- Confidential Staff Survey
- Employee Assistance Programme (POL:ER6)
- Site Safety and Policy Compliance Visits (ST:HS1E)
- Trade Union Representation
- The arrangements for union consultation through the Company Safety, Health and Environmental Committee.
- Recruitment procedures
- Training (skills, operational, technical and management)
- Grievance and Dispute Procedures (POL:ER11 and 12)
- Positive Discipline (POL:ER10)
- Sickness Monitoring (POL:ER17)
- Safety Flash System (ST:HS20C)

3.0 RESIDUAL RISK ASSESSMENT

If the control measures described above are followed, the residual risk of illness as a result of work related mental ill health is *low*. Nevertheless, it is important that all managers and staff are aware of the risk and address issues as they arise to manage that residual risk.

4.0 RESPONSIBILITIES

4.1 Responsibilities of Managers:

- Implement the policies and practices outlined above.
- Manage the risk of work related mental ill health and stress in accordance with the guidance included in ST:HS22A.
- Monitor staff as a matter of routine on a continuous basis for signs or symptoms of work related mental ill health.
- Address any signs or symptoms of work related mental ill health, as soon as they are identified, using the company process and procedures to assist.
- Communicate with staff, particularly where there are organisational or procedural changes.
- Ensure staff are provided with the resources and training required to discharge their duties.
- Monitor working hours and overtime to ensure that staff are not working excessive hours.

- Review their own requirements for training in good management practice and health and safety.
- Ensure that any bullying, harassment and unfair treatment is dealt with appropriately.
- Refer individuals to specialist counsellors or agencies as required.
- Offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation. This could include short term adjustments to work content or patterns.
- Support individuals who have been off sick with a mental ill health issue (whether work related or not) and assist in the development of a plan to enable them to return to work.

4.2 Responsibilities of Occupational Health:

- Provide specialist advice and support, including training, to managers to assist them in exercising their responsibilities.
- Support individuals who have been off sick with mental ill health and stress issues, and advise them and their manager on a planned return to work.
- Monitor and review the effectiveness of company measures to promote mental wellbeing
- Monitor developments and review arrangements for the management of mental health at work.

4.3 Responsibilities of Employee Relations:

- Monitor individual and collective absences due to work related stress.
- Provide advice and support to managers to assist them in exercising their responsibilities.
- Source specialist medical advice through the Company's Occupational Health Team and work with managers to develop measures and adjustments to manage and eliminate the effects of mental ill health related problems.
- Provide guidance and make managers aware of the contents of this POL and other Company practices and procedures in responding to incidents of work related mental ill health.
- Support the Occupational Health Team in monitoring the effectiveness of company measures to address mental ill health.
- Collect data and produce statistics on mental ill health related absences, including incidents of referrals and generic high level analysis of employee utilisation of counselling services on matters relating to mental ill health issues. PLEASE NOTE: Specific information on any individual's contact with the counselling service is not available and remains confidential between the counselling service and the individual.
- Provide awareness training to managers as part of the Employee Relations general Management Induction Training Programme and provide supplementary training, as and when required.

4.4   **Responsibilities of the Safety Team:**

- Provide advice and support to managers to assist them in exercising their responsibilities.
- Provide guidance to managers on the contents of this document.

4.5   **Responsibilities of Employees:**

- Be aware of their rights and responsibilities in complying with the policies and practices outlined above.
- Raise issues of concern and seek help from their line manager, safety representative, Employee Relations or Occupational Health, or use the Employee Assistance Program
- Co-operate with management in controlling the risk of illness as a result of work related mental ill health.
- Ensure that they take adequate breaks commensurate with the Electricity Business Agreement and the needs of the business.
- Accept opportunities for counselling when recommended
- Co-operate and assist WPD management to achieve a mutually satisfactory resolution to any mental ill health related problem.

5.0   **FURTHER INFORMATION**

Further information and guidance for managers with regard to the management of mental ill health at work is included in ST: HS22A/1.

SUPERSEDED DOCUMENTATION

POL:HS22 dated September 2006 is superseded by the implementation of this document.

ASSOCIATED DOCUMENTATION

HSE - Management Standards for Tackling Work Related Stress
ST: HS22A/1 - Managing Mental Ill Health - Guidance for Managers

IMPACT ON COMPANY POLICY

This policy and its associated Standard Techniques detail the way in which WPD manages Work Related Mental Ill Health.

IMPLEMENTATION OF POLICY

This policy shall be implemented immediately.

KEY WORDS

Stress, Work Related, Mental Health, Illness, Responsibility, Management.