

DOB ENTERPRISES PTY LTD

DOB Stress Management Policy
IMS-531-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB is committed to protecting the health, safety and welfare of our workers. We work to create a positive & collaborative culture in our workplace, promoting a consistent approach from our managers and an 'open door' policy for our workers. We recognise that stress in the workplace is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Different people experience & react to stress in a variety of ways.

Examples of possible causes of stress in the workplace:

- Demands at work:* Volume of work, shift patterns, work surroundings
- Worker Control:* Workers not having a say in how they do or prioritise their work
- Support:* Having the right resources to do the job, receiving recognition for their work
- Work relationships:* Conflict in the workplace or another worker behaving in an unacceptable manner
- Position:* Not having a clear understanding of their own / colleagues positions; conflicting responsibilities
- Managing Change:* How change is managed in the organisation can affect people's sense of value / place within the business

Indicators of stress in the workplace can include:

- Sleeplessness
- Uncharacteristic irritability, complaining, arguing
- Forgetfulness
- Absence from work
- Emotional, loss of confidence, isolation
- Physical exhaustion, fatigue

If workers experience stress symptoms in the workplace, it is best to follow the process below:

- Talk to your line manager or supervisor
- Offer possible solutions if you are able to do so
- Speak to a counselor or other professional
- Complete a diary of events or incidents contributing to your stress
- If you are unable to approach your immediate supervisor, speak to the Human Resources or department or Department Manager
- If there is no breach of security or confidentiality, discuss the matter in confidence with a friend or relative

Our management takes the following steps to ensure that stress in the workplace is managed & addressed:

- Listen to the workers concerns, making a note of them
- Identify causes of stress in the workplace
- Assess and control the WHS risk
- Investigate & report back regarding possible solutions to the problem
- Provide support to the worker experiencing stress
- Consult with WHS Safety Representatives to control the risk of stress in the workplace
- Take a proactive approach, acknowledging that stress occurs in the workplace & promote ways to manage work related stress
- Work to find new ways to improve morale



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