

MOP(S) SAFEGUARD

WELCOME TO MOP(S) SAFEGUARD

Welcome to the eighth edition of MOP(S) Safeguard, your quarterly work health and safety (WHS) newsletter.

This edition focuses on considerations for returning to the workplace in light of COVID-19 and looking after your mental health and wellbeing during times of stress and change.

TRANSITIONING BACK INTO THE WORKPLACE

For some of us, working from home has been an unusual and a somewhat trying time and, as we begin to transition back to the workplace, some of us may also find this time challenging. You will have received a [COVID-19 update](#) on May 27 that included a *Safe Return to the Office Plan*. It's important we all play our part in assisting to provide a working environment that is safe and as free as possible from both physical and psychological health risks.

Important reminders for safe return to the office

Where possible you should:

- continue to practice good hygiene and safety measures
- maintain safe physical distancing and identify room capacity
- ensure you have stocks of sanitiser and sanitising wipes
- stay home and notify employer or office if experiencing cold or flu-like symptoms.

Additional information focusing on mental and physical health, safety and wellbeing for employees and employers can be found on the [Comcare Website](#) and [SafeWork Australia's webpage](#).

Have you had your flu vaccine?

MaPS will continue to [reimburse the cost of the flu vaccine](#), up to \$25.00. Being flu-ready will aid a safe work environment.

ERGONOMIC ASSESSMENTS

If you are working from home you should have already completed the [Work Health and Safety Checklist](#). As you transition back to the workplace, it is equally important to ensure your workstation is set up safely. Whether at home or in the workplace, you can access the ergonomic self-assessment tool on [Skytrust](#). This will indicate whether you need a one-on-one assessment with a consultant.

For those working from home, there is a pre-recorded webinar available which provides an understanding of key home office ergonomic principles and a range of health, safety and wellbeing considerations to reduce the risk of injury when working in a home office environment. You can watch the live recording by accessing the [MOPs Employee PDP channel](#) on GoTo.

EAP SERVICES

Our regular EAP services have continued via Skype or teleconferencing arrangements. Our EAP provider, Assure has additional information regarding anxiety and working from home that can be found on the [MaPS Website](#):

- Reducing your risks working from home
- Understanding health anxiety
- Understanding working from home

For appointments, contact Assure Services on 1800 945 145, [book online](#) or email info@assureprograms.com.au.

WORK RELATED INCIDENTS – HOW TO REPORT

Have you noticed or experienced a workplace incident, including if you are working from home? You should report these as soon as you can through [Skytrust's online portal](#). Alternatively, a report can be made via telephone or email to JLT using the contact details (see footer of email).

AGGRESSIVE BEHAVIOUR IN THE WORKPLACE

Recent stressors on the community may mean that those we come into contact with may be feeling more distressed, worried or frustrated than usual, resulting in an increase in unacceptable behaviour in your workplace. Aggressive and violent behaviour is taken seriously. If you have been exposed to this personally or as a witness, support is available through the WHS team at MOPSWHS@finance.gov.au and the EAP provider Assure on [1800 945 145](tel:1800945145).

Incidents may need to be reported to the police, and logged in [Skytrust](#). More information on [how to report an incident or hazard](#) is available.

Detailed information about workplace violence and how best to ensure workers and others are not exposed to the risks was addressed [in the recent webinar](#).

NEW ACCESS PROGRAM – COMING SOON

MaPS is introducing a mental health coaching service developed by Beyond Blue called NewAccess. NewAccess for workplaces is an evidence-based confidential service providing you with support if you are struggling to manage your day-to-day work or life pressures. NewAccess delivers up to six mental health coaching sessions across consecutive weeks that can be accessed without a GP referral. We will provide you with more detail on this exciting new program in the near future.

[1300 418 288](tel:1300418288) | mops.safety@jlta.com.au | www.skytrust.co

The dedicated contact centre is available 8:30am – 7:00pm AEST.

Access to online services (Skytrust) are available at any time.