

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.19.ON
Section:	Health and Safety	Issued:	Dec. 2, 2019
Subject:	WORKPLACE MENTAL HEALTH	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HS-08
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

1.01 The **Community Resource Centre** is vitally interested in the ongoing health and safety of our staff, which includes mental health and stress. The CRC will promote the mental well-being of all staff and create a workplace that minimizes excessive sources of stress and poor mental health.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure the promotion and protection of the mental well-being of our staff.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Supervisors are responsible for promoting the mental well-being of all staff and creating a workplace that minimizes excessive sources of stress and poor mental health.

5 DEFINITIONS (*None*)

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Occupational Health and Safety Act (OHSA) (Ontario)
SPP 6.01-ON Health and Safety Principals

7 PROCEDURE

7.01 Promotion of Mental Health

The CRC will promote the mental well-being of all staff by:

- Providing staff with resources and information regarding mental health in the workplace;
- Providing a safe work environment that promotes and supports stress reduction and mental health;
- Providing assistance for staff members who experience problems relating to mental health in the workplace;
- Providing staff with support and reasonable accommodation when returning to work after a period of absence due to stress and/or mental health issues.

The aim of these objectives is to create a workplace environment that promotes the mental well-being of all employees.

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.19.ON
Section:	Health and Safety	Issued:	Dec. 2, 2019
Subject:	WORKPLACE MENTAL HEALTH	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	HS-08
Issued by:	Community Resource Centre	Issued:	Feb 2017

7.02 **Objectives**

The CRC shall work to create a workplace that that minimizes excessive sources of stress and poor mental health by addressing workplace issues that contribute to stress and assist staff members in the development of techniques for managing stress and mental health problems. The CRC will provide support for staff members that experience workplace stress. In pursuit of these objectives, the CRC shall:

- Provide employees with information to increase awareness of the importance of good mental health;
- Provide work/life balance for employees through flexible work options;
- Set achievable goals and objectives and avoid unnecessary overtime;
- Provide for staff: clear expectations, clear job roles, and the tools needed for success;
- Provide a workplace free of violence, harassment, bullying and discrimination;
- Promote open communication.

The CRC shall provide a system of support and reasonable accommodation for employees who experience stress and/or mental health issues.