



# WELLBEING POLICY

Core Civil Construction understand the importance of supporting employees' mental health and wellbeing. We understand that mental health and wellbeing is as important as physical health as it can impact happiness, productivity, teamwork, and home life.

## PURPOSE

To ensure that we have systems and processes in place to prevent and address any fatigue, stress and/or mental health issues among our employees which may create hazards and risks in the workplace. We aim to support our employees and create a healthy and happy work environment, ensuring everyone feels valued.

## LEGAL RESPONSIBILITIES

The Health and Safety at Work Act 2015 recognises that fatigue, stress and mental health issues can be a workplace hazard and have a negative impact on employees' wellbeing, with the potential for worker impairment/distraction/self-harm that may occur at home or at work and requires businesses to identify the risks when it threatens workplace health and safety.

## DEFINING WELLBEING

Wellbeing encompasses our physical, mental, emotional and social health, it is the state of being comfortable, healthy and happy. It's how a person feels about themselves and their life.

## STRESS PREVENTION

Core Civil Construction have mechanisms in place to ensure workplace stress is prevented, including but not limited to:

- ensuring usual work hours do not exceed 50 hours per week unless emergency work
- employees understand their role and responsibilities
- encouraging open and honest communication
- team social activities
- providing a supportive and inclusive working environment.

We will provide education and support to employees to empower them to effectively manage personal stress, including:

- keep a positive attitude (recognise negative thoughts and refocus on positive thoughts)
- encourage exercise which improves sleep
- healthy diet
- good sleep routine
- relaxation techniques – connect with others, deep breathing, laugh.



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## FATIGUE PREVENTION

Employees have a responsibility to keep themselves and others safe at work, including reducing the risk of having an injury or creating hazards for others. It is recognised that in some cases fatigue is not created or caused in the workplace. An employee suffering from fatigue can be a risk to themselves and others, therefore employees must take steps to obtain sufficient rest and sleep. When this isn't achieved, Core Civil Construction will provide support to employees to identify why they're fatigued and manage it in the workplace.

Core Civil Construction understand the risks of fatigue and know it is imperative that we manage/schedule workloads/ tasks to prevent workplace fatigue. Generally, at Core Civil Construction, employees are only required to work Monday to Friday and 8.5 hours per day. However, some employees may travel longer distances to our customers/worksite or may need to undertake work for longer than normal. To prevent fatigue creating a risk situation, these are the key fatigue prevention requirements:

- A maximum of six days work to be worked consecutively at one time
- A minimum of a ten-hour stand-down period (or gap) required before coming back to work to undertake another full day's work
- A maximum of seventy hours per week to be worked (either officially approved overtime or voluntary overtime)
- Employees to be encouraged to report the effects of fatigue/stress to management if they feel at risk or may be placing others at risk
- Avoid driving after being awake for a continuous period of 17 hours
- Avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- Avoid driving for more than 8-10 hours in any one day
- Ensure adequate sleep the night before a long journey
- Share driving where possible
- Take a rest break from driving - at least 10 minutes every two hours or more frequently if feeling tired

Should a worker be required to attend callouts of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift (e.g., 10 hours), management should discuss with the worker whether they require a later commencement time for their next shift to allow sufficient time to rest.

Due consideration should be given by the person requesting the call-out as to the real requirement for the work to be attended to prior to the commencement of the next shift. Consideration should be given as to whether there is:

- a health or safety risk to people, property, or the environment,
- any risk if this work is not undertaken before the following day.

It is recognised that on occasion, and in unusual and/or emergency situations these policy requirements may be 'unreasonable' to strictly adhere to. In these cases, there is an intent to therefore manage the risks. Where the requirements cannot be adhered to, an agreed risk assessment process is required, documented and



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approved by management. It is preferable that these be completed in advance of known events and circumstances, where employees will be required to work long hours for a specified period.

## MENTAL HEALTH AND WELLBEING

As a supportive and inclusive employer, Core Civil Construction invest in building and supporting good mental wellbeing for employees. Core Civil Construction actively promote the use of national help services and suicide prevention. Core Civil Construction acknowledge the importance of checking in on each other, encouraging our workers to ask if you are OK. Core Civil Construction will offer support and assistance to employees experiencing mental health and wellbeing issues, which not only benefit employees but improves morale, productivity and customer satisfaction.

Core Civil Construction encourage employees to seek assistance if needed, including:

- talk to a friend, family, work colleague, Health and Safety Connexions or manager
- refer to Mates in Construction for help/resources <https://mates.net.nz>. We have trained 'Connectors' staff can talk with.
- <https://mentalhealth.org.nz>
- use the free National Helplines:
  - [Lifeline](#) – 0800 543 354 (0800 LIFELINE) or free text 4357 (HELP).
  - [Youthline](#) – 0800 376 633, free text 234 or email [talk@youthline.co.nz](mailto:talk@youthline.co.nz) or online chat.
  - [Samaritans](#) – 0800 726 666
  - [Suicide Crisis Helpline](#) – 0508 828 865 (0508 TAUTOKO).
  - [Healthline](#) – 0800 611 116
  - Helpline – free text or call 1737
  - Depression Helpline – 0800 111 757 or free text 4202
  - For additional free help services go to <https://mentalhealth.org.nz/helplines>

## SUICIDE PREVENTION



### Strengthen economic supports

- Provide support/knowledge to enable staff to improve household financial security
- Provide support/resources to ensure staff have health/stable homes



### Create protective environments

- Reduce access to lethal means among persons at risk of suicide

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- Create healthy organisational policies and culture
- Implement drug and alcohol policy and rehabilitation opportunities



## Improve access and delivery of suicide care

- Provided education on mental health conditions
- Promote mental health help lines and resources
- Provide rapid and remote access to help



## Promote healthy connections

- Promote healthy peer norms
- Engage team members in shared activities



## Teach coping and problem-solving skills

- Offer counselling services
- Promote parenting skills to improve family relationships
- Support resilience through education programs



## Identify and support people at risk

- Train staff in identifying people at risk/changes in behaviours
- Respond to crises
- Plan for safety and follow-up after an attempt



## Lessen harms and prevent future risk

- Intervene after a suicide (postvention)
- Report and message about suicide safely



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## RESPONSIBILITIES AS AN EMPLOYEE:

- Ensure that sufficient rest and sleep are undertaken outside of work time to reduce the risk of being fatigued. Inform your manager if fatigued, especially if planning to undertake any high-risk tasks, including operating machinery or driving
- Stop work and report in if you are feeling the effects of fatigue throughout the day, and you are at risk or placing others at risk, so this too can be managed.
- Take breaks to prevent and mitigate the effects of fatigue, including when driving
- Talk with family, friends, colleagues, or management if feeling stressed
- Check in on work mates, ask if they are ok
- Stop any unsafe work practices, report any unsafe behaviours/observations to management

## RESPONSIBILITIES AS AN EMPLOYER:

Core Civil Construction will take all reasonably practicable steps to prevent employees suffering from work-related fatigue:

- Manage and assess the risks involved when high risk tasks are to be carried out where fatigue/stress/mental health might be a factor, particularly if our employees might have been working long hours, have a high workload or driving long distances
- Plan, and manage work so employees can take suitable breaks and are not working over extended hours, especially for long periods of time
- Be open and available so employees can report symptoms and issues with fatigue/mental health issues with the ability to recognise this is a legitimate workplace hazard with resulting requirements to control the risks
- Monitor and manage known fatigue/stress/mental health risks
- Ensure the requirements of this policy are being followed
- Conduct a fatigue management risk assessments in advance where known (such as a planned event)
- Seek advice/guidance from a subject matter expert.

## POLICY REVIEW

This policy is reviewed three years or following any legislative or industry changes.

  
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Directors Din

Date: August 2025