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Shed Wellbeing and Health Officer / Welfare Officer (Volunteer)

This template policy is provided for guidance only. It is recommended that your shed adapt this policy to meet your specific needs. For further assistance please contact Men’s Sheds of WA at [admin@mensshedswa.org.au](mailto:admin@mensshedswa.org.au)

To replace ‘Name of Shed’ with your sheds name, use your mouse to click on the yellow highlighter text, the text will appear to be bound in a grey box. Type the name of your shed and then using the mouse click out of the content box. All ‘Name of Shed’ references throughout the document will change to your sheds name.

Click on the edge of this disclaimer box and use the back space or delete key to delete it.

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| --- | --- |
| Responsible person | Name Surname |
| Version | 1.0 |
| Date approved by Committee | Click here to enter a date. |
| Scheduled review date | Click here to enter a date. |

**What is Wellbeing and Health and why is it necessary?**

Men’s Sheds of WA encourage all sheds to promote positive wellbeing and health in their membership.

Health is defined as the state of complete physical, mental and social wellness and not merely the absence of disease or infirmity. Wellbeing is the positive aspiration of achieving a healthy lifestyle (such as participating in appropriate exercise, reducing stress, a balanced diet and a fulfilling social life). The roles of a Shed Wellbeing and Health Officer (WHO) may therefore be separate from that of the Shed’s First Aid and Safety Officer.

Men’s Sheds of WA work to provide Shed WHO’s with the relevant training, contacts, resources and information to enable the WHO to undertake their role. The role may benefit from previous knowledge and experience in a health-related field but it is not required.

The WHO role is a great opportunity to dedicate time for the benefit of fellow shed members. The WHO may be involved in many varied tasks during their term of office as agreed with the Chair/ Management Committee of the Shed.

The WHO is not intended to be a counsellor or health professional, but they should be a good listener and communicator. The following may be the types of duties required in the Shed:

* Communicate wellbeing and health information to Shed members.
* Oversee and co-ordinate activities to raise the profile of health and wellbeing, (e.g., events/ training sessions) in coordination with the Management Committee.
* Respond to enquiries from shed members about their own or other men’s health and wellbeing. Refer enquiries on to the relevant source of expertise, in agreement with the respective shed member.
* Act with empathy and compassion when presented with the sometimes-difficult issues of shed member welfare.
* Participate in Men’s Sheds of WA run or organised training.
* Join a learning community of WHO’s from other Sheds organised by Men’s Sheds of WA.
* Be ready, able, and available to listen.

## Position Description – Wellbeing and Health Officer

### Objectives

To ensure:

* Promotion of the wellbeing and health benefits of participating in a men’s shed (Physical & Mental).
* The development of an environment where shed members feel comfortable communicating wellbeing and health issues with each other.

### Responsibilities

* Demonstrate empathic communication and listening as an example to all members.
* Encourage participation by members in a range of activities, fundraising and shed projects.
* Ensure there are regular opportunities for open and honest discussion and sharing amongst members.
* Attempt to upskill, where possible, in own education around mental health and listening.
* Work with the Management Committee to improve access for the members to physical and mental health services and education.

### Relationships

* Reports to the Chair and the Management Committee.
* Liaises with all relevant Management Committee members and anyone responsible for raising the issue of the welfare of a shed member.
* Supports all shed members.
* Is part of a learning community of other WHOs in other sheds in coordination with Men’s Shed of WA staff.
* Manage all health and wellbeing enquiries in confidence.

### Accountability

* The WHO is accountable to the Chair and the Management Committee.
* The WHO may provide a brief monthly report to the Chair/ Management Committee on the shed’s health and wellbeing progress and activities in the Shed (protecting the confidentiality of shed members where necessary).

# Authorisation

[Signature of Committee Secretary]

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[Date of approval by the Committee]

[Name of Shed]