

Workplace Health & Wellbeing Policy

Supporting physical & mental wellbeing

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Our commitment. PO Box Designs is committed to supporting the physical and mental health and wellbeing of our people. A healthy, supported workforce is central to a safe and productive workplace.

1. Purpose & Scope

This policy applies to all employees, contractors and apprentices of Bubbalooba Pty Ltd trading as PO Box Designs. It sets out our commitment to workplace health and wellbeing and complements our Occupational Health & Safety Policy.

Under the OHS Act 2004 (Vic) and OHS Regulations 2017 (Vic), employers must manage risks to health, including psychosocial hazards. This policy reflects that duty and our broader commitment to wellbeing.

2. Psychosocial Health

We recognise that mental health is as important as physical safety. We take reasonable steps to identify and manage psychosocial hazards — such as excessive workload, poor support, bullying, harassment, and exposure to distressing situations — and to foster a supportive, respectful workplace.

3. Our Commitments

- **Safe & supportive culture** — we foster a respectful workplace free from bullying and harassment, consistent with our Equal Opportunity Policy.
- **Manageable workload** — we plan work and resourcing to keep demands reasonable and sustainable.
- **Open communication** — we encourage people to raise concerns about workload, stress or wellbeing without fear of disadvantage.
- **Support access** — we support access to appropriate help, including encouraging staff to seek professional support when needed and providing information on available services.
- **Work-life balance** — we support reasonable flexibility where operationally practical.
- **Fitness for work** — we support staff to be fit for work, including managing fatigue and the effects of alcohol and other drugs in line with our safety obligations.
- **Return to work** — we support employees returning to work after injury or illness.

4. Physical Wellbeing

We manage physical health risks in the workshop and on site — including manual handling, noise, dust and fatigue — through our OHS system, safe work procedures and provision of appropriate equipment and PPE.

5. Support & Seeking Help

If you are experiencing difficulties affecting your health, wellbeing or ability to work, you are encouraged to speak with the Managing Director or your supervisor. Concerns will be handled sensitively and confidentially. We encourage anyone who needs support to reach out to a trusted person or an appropriate professional service; in an emergency, contact 000.

6. Responsibilities

- **Management** — leads a supportive culture, manages psychosocial and physical risks, and responds to wellbeing concerns.
- **All staff** — look after their own wellbeing, support colleagues, and raise concerns early.

7. Review

This policy is reviewed periodically and updated to reflect changes in our operations, workforce needs and legislation. It is communicated to all staff and available to clients and principals on request.

Reach out. To raise a wellbeing concern or seek support, contact the Managing Director at info@poboxdesigns.com.au.