

STRESS MANAGEMENT CHECKLIST

Company:

Location:

Stress management checklist	Yes	No	N/A	F/I*
1. The job				
Do any jobs involve contact with:				
- customers?				
- patients?				
- vulnerable people, such as the mentally ill?				
- members of the public?				
Does any job carry a risk of violence or threatening behaviour?				
Do any jobs involve frequent repetitive tasks?				
Are there any jobs which are very monotonous?				
Are there any lone workers?				
Do any jobs involve frequent or long periods away from home?				
Are there jobs which are on short-term/fixed contracts?				
Are there jobs which are subject to last minute rota changes?				
2. Workload				
Are any employees required to work shifts or antisocial hours?				
If so, are these subject to regular change?				
Can employees take regular breaks?				
Are any jobs paced by machine?				
Do any jobs performed by computer have performance checking facilities built-in?				
Are we short staffed:				
- generally?				
- in particular departments/sections?				
Are workloads too heavy?				
Are workloads imbalanced, e.g. quiet mornings and busy afternoons?				

Stress management checklist	Yes	No	N/A	F/T*
Are work targets unrealistic?				
Is pay based on performance?				
Are there any job roles where staff don't have enough to do?				
Have all our staff received sufficient training for their jobs?				
Is there further training available which could help staff feel more comfortable and at ease in their job roles?				
3. Job control				
Do staff have any control over how they carry out their job?				
Do staff have the choice to work flexible hours?				
Are employees involved in decisions regarding job changes?				
Do staff understand how their job fits in with others in the organisation?				
Is there excessive supervision?				
Are job descriptions clear?				
Are staff clear about what's expected of them?				
4. Culture				
Do managers have a confrontational attitude?				
Is bullying tolerated?				
Is discriminatory behaviour part of our culture?				
Do we regularly inform staff of organisational changes?				
Is our culture competitive?				
Do we have a long hours culture, e.g. where staff are expected to start early or leave late?				
Do staff get adequate support from supervisors and managers?				
Have supervisors and managers received training on how to support staff?				
Is the culture based on getting work done at the last minute?				
Can managers delegate effectively?				
Do managers delegate jobs that are not within the recipient's job description?				
Do employees feel that their contribution is valued?				
Is our organisational culture supportive?				

Stress management checklist	Yes	No	N/A	F/T*
5. Stress symptoms				
Have any employees complained about the following symptoms:				
- sleeplessness/tiredness?				
- anxiety?				
- frequent headaches?				
- feeling of being unable to cope?				
- indigestion?				
- being unable to unwind and relax?				
Are there personnel trained in mental health first aid so that symptoms can be spotted, appropriate actions taken, and support given?				

*Further information/action to be taken:		
<p><i>e.g. organise rotas so that regular breaks can be taken, ensure there are adequate staff numbers for each department</i></p>		
Person(s) completing document:		
Signature(s):		
Position:		
Time and date completed:		

Note. This document is to be retained for at least three years