

Checklist

Inspecting for stress

This list is taken from Tackling Stress at Work: a TUC Guide for Safety Reps

Physical environment

- ✓ High standards of health and safety achieved, maintained and monitored
- ✓ A human environment rather than a production process
- ✓ Layout which is relevant to the type of work undertaken
- ✓ Spacious, well lit and ventilated
- ✓ Offers thermal comfort
- ✓ Noise levels controlled

Equipment

- ✓ Suitable for the job, the user and the environment
- ✓ Planned, frequent maintenance
- ✓ Work benches, machinery, desks, etc. ergonomically correct

Job content

- ✓ Provide opportunities for learning
- ✓ Lead to future goals desired by the job holder
- ✓ Enable workers to contribute to decisions affecting their jobs and the goals of the organisation
- ✓ Ensure that the goals and other people's expectations are clear
- ✓ Provide a degree of challenge
- ✓ Provide training and information adequate for performance
- ✓ Develop individual tasks which combine to form a coherent job, either alone or with related jobs whose performance makes a significant and visible contribution; provide a variety of pace, method, location and skill; provide feedback on performance in a number of dimensions both directly and through others; carry responsibility for outcomes and particularly control of work

Management style and structure

- ✓ Acknowledge the value of human contribution to the organisation
- ✓ Clear, well communicated objectives
- ✓ Consistent approach, flexible enough to allow individuals a degree of control in their jobs

- ✓ A proper balance between responsibilities and authority to carry out those responsibilities

Training arrangements

- ✓ To fill any gaps in individuals' skills, knowledge and experience
- ✓ To extend individuals' skills and knowledge
- ✓ To meet changes made in tasks, equipment and work practices
- ✓ To meet specific aspects of the job

The management of change

- ✓ Discussions of implications with unions
- ✓ Information made freely available to unions and employees
- ✓ Training provided for new roles
- ✓ Allowing time to adjust

Working time

- ✓ Analysis of shift working and unsocial hours
- ✓ Flexibility
- ✓ Rest breaks
- ✓ Holidays – the amount, pay levels and the choice when they can be taken

Service conditions

- ✓ Payment systems and wage levels which are seen to be fair and reflect the contribution of workers to the organisation
- ✓ Procedures for dealing with grievances, complaints, and discipline which are seen to be fair

Support systems

- ✓ Nursery facilities
- ✓ Transport for those working unsocial hours
- ✓ Special provisions to meet special needs such as maternity, bereavement and special leave
- ✓ Flexible working hours and hours to meet some people's temporary needs
- ✓ Advice and support for stressed people
- ✓ Confidential counselling