WORK POSITIVE

prioritising organisational stress

Instructions

The benchmark aims to give the steering group an insight into what systems, policies and procedures you may need, to manage stress in your organisation.

Consider each of the 'states to be achieved' and discuss what systems you have in place already. Are you doing enough? What more could be done?

You can download and complete this form from www.workpositive.co.uk

Standard	State to be achieved **Coded states refer to HSE Management Standards**	Description of current systems (please complete)	Further action required Y/N
DEMAND *Employees indicate that they are able to deal with the demands of their jobs. Systems are in place for individuals' concerns to be raised and addressed.*	**DS1:** The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work.		
	DS2: Peoples' skills and abilities are matched to the job demands.		
	DS3: Jobs are designed to be within the capabilities of employees.		
	DS4: Employees' concerns about their work environment are addressed.		
CONTROL *Employees indicate they are able to have a say about the way they work; and systems are in place for individuals' concerns to be raised and addressed.*	**CoS1:** Where possible, employees have control over their pace of work.		
	CoS2: Employees are encouraged to use their skills and initiative to do their work.		
	CoS3: Where possible employees are encouraged to develop new skills to help them undertake new and challenging pieces of work.		
	CoS4: The organisation encourages employees to develop their skills.		
	CoS5: Employees have a say over when breaks can be taken.		
	CoS6: Employees are consulted over their work patterns.		
SUPPORT *Employees indicate they receive adequate support at work; and systems are in place for individuals' concerns to be raised and addressed.*	**SS1:** The organisation has policies and procedures to adequately support employees.		
	SS2: Systems are in place to enable and encourage managers to support their staff.		
	SS3: Systems are in place to enable and encourage employees to support their colleagues.		
	SS4: Employees know what support is available and how and when to access it.		
	SS5: Employees know how to access the required resources to do their job.		
	SS6: Employees receive regular and constructive feedback.		

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RELATIONSHIPS *Employees indicate they are satisfied with the behaviour of work colleagues, and; risks arising from unacceptable behaviour are appropriately managed. Systems are in place for individuals' concerns to be raised and addressed (this includes individuals and organisation).*	**ReS1:** The organisation promotes positive behaviours at work to avoid conflict and ensure fairness.		
	ReS2: Employees share information relevant to their work.		
	ReS3: The organisation has agreed policies and procedures to prevent or resolve unacceptable behaviour.		
	ReS4: Systems are in place to enable and encourage managers to deal with unacceptable behaviour.		
	ReS5: Systems are in place to enable and encourage employees to report unacceptable behaviour.		
ROLE *Employees indicate that their roles and responsibilities are clear and compatible; and systems are in place for individuals' concerns to be raised and addressed.*	**RoS1:** The organisation ensures that, as far as possible, the different requirements it places upon employees are compatible.		
	RoS2: The organisation provides information to enable employees to understand their role and responsibilities.		
	RoS3: The organisation ensures that, as far as possible, the requirements it places upon employees are clear.		
	RoS4: Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.		
CHANGE *Employees indicate they are consulted about and offered the opportunity to participate in workplace changes; and systems are in place for individuals' concerns to be raised and addressed.*	**ChS1:** The organisation provides employees with timely information to enable them to understand the reasons for proposed changes.		
	ChS2: The organisation ensures adequate employee consultation on changes and provides opportunities for employees to influence proposals.		
	ChS3: Employees are aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs.		
	ChS4: Employees are aware of timetables for changes.		
	ChS5: Employees have access to relevant support during changes.		

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REWARD AND CONTRIBUTION *Employees indicate they are fairly paid and are happy with their non-monetary benefits.* *Systems are in place for individuals' concerns to be raised and addressed.*	The organisation regularly reviews employee salaries and benefits.		
	The organisation monitors pay and benefits against the external market place.		
	Employees are consulted as part of reviews of benefits.		
	Systems are in place to ensure that the contribution of employees is recognised.		
	Employees are provided with positive feedback on their performance if they do a job well.		
INDICATORS *Employees indicate that pressure at work does not affect their health.* *Systems are in place to monitor and review common indicators of high pressure at work.*	The organisation monitors accidents and identifies their causes.		
	The organisation has a Health and Safety Policy in place.		
	The organisation monitors sickness absence and identifies reasons for absence.		
	The organisation monitors turnover of staff and identifies reasons for resignation.		
	Systems are in place to enable and encourage managers to identify and manage low morale among staff.		
	The organisation monitors the performance/productivity of its staff.		
	Systems are in place for employees to raise concerns about their health and safety at work.		