

# Work related stress policy

## Rehabilitation Services

We are committed to protecting the health, safety and welfare of all our employees and recognise that work place stress is a health and safety issue and acknowledge the importance of identifying and reducing work place stressors.

### Definition of Stress

Stress is defined as 'The adverse reaction people have to excessive pressures or other types of demand placed on them.' It arises when people perceive they cannot cope.

### Policy

The aim of this policy is to ensure, so far as is reasonably practical the following:

- The company will identify areas where work place stress presents they will be assessed as appropriate and relevant measures introduced to reduce or eliminate stress where possible.

#### ***This will be regularly reviewed***

- The company will consult with Trade Union representation on all proposed action relating to prevention of work place stress.
- Ways are identified to control and reduce the costs of work related stress be they financial, organisational or personal.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.
- Roles, responsibilities and accountabilities are clearly defined and understood in order to achieve successful management of work related stress.
- The company will provide confidential counselling for staff affected by stress caused either by work or external factors.
- Employees are provided with appropriate information, guidance and training relevant to work related stress.
- All staff and managers are informed of their responsibilities in respect of this policy.

### Responsibilities

#### ***Managers***

- Conduct and implement recommendations of Risk Assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Monitor workloads to prevent 'Overloading'.
- Monitor working hours and overtime prevent over working and ensure staff are taking their full holiday entitlement.
- Ensure they have enabled training and awareness in good management practice and health and safety.
- Ensure Bullying and Harassment is not tolerated.
- Be vigilant and offer support to a member of staff experiencing stress outside of work.

#### ***Occupational Health and Safety Staff***

- Enable specialist advice and awareness training on stress.
- Train and support Managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and enable advice and support to them and their managers on a return to work.
- Referral to work place counsellors or specialist agencies as required.
- Monitor and review the effectiveness of stress reduction measures.
- Inform and update the employer and health and safety committee of any changes or developments in the field of stress at work.

#### **Human resources**

- Enable guidance to manager on the stress policy.
- Monitor effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and employees on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational work place counsellors where appropriate.

#### **Employees**

- Raise concern with your Safety Representative, Line manager or Occupational health.
- Accept opportunities for counselling if requested.

#### **Safety Representatives**

- Safety representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Must be able to consult with members on the issue of stress including conducting any workplace surveys.

- Must be meaningfully involved in the risk assessment process.
- Should be allowed to access collective anonymous data from HR.
- Should be allowed paid time from normal duties to attend Trade Union training relating to work place stress.
- Should conduct joint inspections of the workplace at least every three months to ensure that environmental stressors are properly controlled.

#### **Safety Committee**

- The Joint Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Safety Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

Signed by

*Managing Director:*

*Employee Representative:*

*Date:*

*Date:*