



INITIAL STEPS

Raise awareness

In order to gain commitment and involve employees in the Work-related stress audit (WRSA) process it is important to raise awareness of the issues of work-related stress. You can do this by making *An Introduction for Employees* available through usual communication channels to all members of staff. The HSE has also published many guidelines on this issue and lots of information is available on their website. It is also important to explain to employees the aims and purpose of the process. For more information about the WRSA please visit our website at www.clarionltd.com. This information should be circulated to managers and all employees before the WRSA is carried out.

Gain support

Involve the employees in every step of the process. One way of doing this would be to establish a working group with representatives from different departments, sections, job types, etc. It should be representative of as many groups of employees in the organisation as possible. This group should not need to exceed ten members, and one member of the group should have a clear role as chair and coordinator.

Demonstrate commitment

Ensure that there is commitment from senior management by recognising that work-related stress is a health and safety issue that needs to be addressed. You can do this by giving members of the management team a copy of *An Introduction for Managers* to help them to understand the issue of work-related stress and its potential impact on the organisation. It is vital to demonstrate a commitment to manage the issues raised and respond to the risks identified. As part of this, you should develop a policy on stress in the workplace. We will provide you with a 'Toolkit' at the end of the process that will help you to address the issues raised and plan appropriate interventions. Information on managing work-related stress is also available from the HSE

Assess the current situation

In order to set targets for improvement and to allocate resources it is important to identify whether there are any indicators that people are working under "excessive pressure". High staff turnover, high sickness absence and low morale may all be evidence of workplace stress. This assessment should be carried out by the working group and the management team.