

Individual Stress Identification Tool
Name **Job Title** **Supervisor**.....

Location **Dept** **Contact No**

<i>Job Demands</i>	<i>Y</i>	<i>N</i>	<i>Comments</i>	<i>Manager's Guidance</i>	<i>Further Action</i>
Workload				<ul style="list-style-type: none"> • Prioritise tasks • Remove unnecessary work • Notify staff of unplanned tight deadlines • Regular meetings • Skills and training needs • Work plans 	
Competency				<ul style="list-style-type: none"> • Match skills of the person to the job • Provide training • Link training to performance monitoring • Ensure new staff receive structured induction training 	
Work patterns				<ul style="list-style-type: none"> • Introduce flexibility (where possible). • Review hours / shifts • Rotate boring repetitive tasks 	
Physical environment				<ul style="list-style-type: none"> • Risk assess physical hazards i.e., noise, temperature • Violence / abuse – training 	

<i>Relationships</i>	<i>Y</i>	<i>N</i>	<i>Comments</i>	<i>Manager's Guidance</i>	<i>Further Action</i>
Demands are made from more than one person with conflicting deadlines				<ul style="list-style-type: none"> • Introduce guidelines for dealing with priorities • Liaise with all involved to ensure understanding of procedure/requirement for meeting deadlines • Response times to be reasonable & agreed 	
Poor relationships or interaction with others				<ul style="list-style-type: none"> • Provide training in interpersonal skills • Good and honest communication • Refer to Dignity at Work Policy • Agree behaviours and expectations • Celebrate success 	
Bullying, racial or sexual harassment				<ul style="list-style-type: none"> • Refer to Dignity at Work Policy. • Implement training and awareness programme 	
Discrimination				<ul style="list-style-type: none"> • Fair and honest culture 	
Violence at work				<ul style="list-style-type: none"> • Violence risk assessment • Conflict management training 	

<i>Role</i>	<i>Y</i>	<i>N</i>	<i>Comments</i>	<i>Manager's Guidance</i>	<i>Further Action</i>
Conflicting job demands				<ul style="list-style-type: none"> • Clear work plans • Team meetings • Clear PD33 • Project planning • Regular one-to-one meetings 	
Confusion about how their role fits with others				<ul style="list-style-type: none"> • Team meetings • One-to-one meetings • Defined job objectives • Standards of performance for jobs • Induction – suitable and clear 	
Confusion about how job fits in to overall aims				<ul style="list-style-type: none"> • Link clear objectives to business needs • Review structure, organisation and roles with staff • Operation plan • Regular meetings 	

Support	Y	N	Comments	Manager's Guidance	Further Action
Feeling of lack of support from managers and colleagues				<ul style="list-style-type: none"> • Support and encourage staff, even when things go wrong • Recognise when support & advice is required from other areas e.g. human resources, occupational health • Regular one-to-one meetings 	
Poor work / life balance				<ul style="list-style-type: none"> • Look at working hours, flexible working • Training on core functions of job • Team meetings • Sensitive to problems outside work 	
Capability	Y	N	Comments	Manager's Guidance	Further Action
Feeling that you are being asked to complete work outside of your capability.				<ul style="list-style-type: none"> • Review work load & training • Instigate regular meetings to review objectives, expectations and set time frames • Determine and agree a personal development plan • Be approachable and ensure root cause of the concern is determined 	

<i>Control</i>	<i>Y</i>	<i>N</i>	<i>Comments</i>	<i>Manager's Guidance</i>	<i>Further Action</i>
Pressure to succeed				<ul style="list-style-type: none"> • Agree systems of work • Discussion forums • Honour success 	
Input into work processes				<ul style="list-style-type: none"> • Hold regular meetings • Project management • Collaborative approach • Listen and consider suggestions / ideas 	
High demand				<ul style="list-style-type: none"> • Time management training • Prioritise • Regular meetings / discussions • Pace work where possible 	

Change	Y	N	Comments	Manager's Guidance	Further Action
Uncertainty about plans and occurrences				<ul style="list-style-type: none"> • Communication – regular explanation about what is happening • Awareness of job change and why 	
Poor communication				<ul style="list-style-type: none"> • Develop systems of quick communication • Regular and early consultation 	
Fear about job security				<ul style="list-style-type: none"> • Honest and clear communication • Training and development 	
Lack of consultation and arena to comment				<ul style="list-style-type: none"> • Team meetings • One-to-one meetings • Clear and regular two way communication 	

<i>Training</i>	<i>Y</i>	<i>N</i>	<i>Comments</i>	<i>Manager's Guidance</i>	<i>Further Action</i>

Completed by:

Employee Signature Date

Supervisor Signature Date

Action Notes

- Counselling Service details given - Y/N
- Occupational Health Referral completed - Y/N
- HR Manager contacted - Y/N
- Copy to Personal File
- Copy to Employee
- Other :

Review date:.....