

Stress at Work Policy

Our Commitment - To protect the health, safety and welfare of our employees

Introduction

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the company. Employees are responsible for reading and complying with this Policy, Managers are responsible for the implementation of this Policy, and the Company is responsible for providing the necessary resources to ensure this Policy can be implemented.

Definition of stress

Stress can be defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

The Company will:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with HSQE Committee representatives on all proposed action relating to the prevention of workplace stress.
- Provide training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks 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 developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Monitor the effectiveness of measures to address stress by collating sickness absence statistics.

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HSQE Manager

- Oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.
- Provide specialist advice and awareness training on stress.
- Advise managers and individuals on training requirements.
- Support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the Director and the HSQE Committee of any changes and developments in the field of stress at work.
- Give guidance to managers on the stress policy.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.
- Recognise any changes to work practices or work design that could precipitate stress.

Employees

- Raise issues of concern with your HSQE Committee representative, Line Manager or the HSQE Manager.
- Accept opportunities for counselling when recommended.

HSQE Committee

- Promote the Stress at Work Policy.
- Be involved in the risk assessment process.

Policy Review

The policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

Signed By:



Director

Date: 6th December 2021

Endorsed By: **Allan Gould, Non-Executive Director**
Douglas Stevenson, Director
Colin Duncan, Director

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