

Work-Related Stress Policy

written by Rory Lodge | September 17, 2015



1. Company Commitment

ABC Company and its management is committed to protecting the health, safety and welfare of our employees. We recognize that workplace stress is a health and safety issue and acknowledge the importance of preventing stress by identifying and reducing workplace stressors.

2. Scope of Policy

ABC Company recognizes that work related stress can affect anyone regardless of their position in the company or where they work. Accordingly, this Policy applies equally to all managers and employees, whether they work onsite or at home.

3. Definitions

For purposes of this Policy:

- **Stress** means the adverse reaction people experience in response to excessive pressure or other types of demands placed on them. This definition makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- **Stressors** include any events, circumstances or demands (external or internal to the individual) which places pressure on the individual and may result in stress.

4. Stress Prevention Policy

In furtherance of its commitment to protect employees from stress, ABC Company will:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress;
- Regularly review these risk assessments and implement the necessary corrective actions and improvements;
- Provide training necessary to help employees handle and manage stress;
- Provide support to employees affected by stress caused by either work or

- external factors, including referrals for confidential counselling;
- Provide adequate resources enabling managers to implement this Policy;
- Consult with the ABC Company workplace Joint Health and Safety Committee (JHSC) in developing, implementing, monitoring and adjusting this Policy in accordance with the ABC Company JHSC Policy and Procedures.

5. Responsibilities of Different Personnel

• Managers

- Conduct and implement recommendations of stress-related risks assessments;
- Ensure good communication between management and employees;
- Ensure employees under their charge are fully trained to perform their duties;
- Provide and/or attend stress-related training;
- Ensure employees are provided with meaningful development opportunities;
- Monitor workloads to ensure that employees are not overworked;
- Monitor working hours and overtime to ensure that employees are not overworking;
- Monitor holidays to ensure that employees are taking their full entitlement;
- Ensure that bullying and harassment is not tolerated;
- Be vigilant and offer additional support to an employee who is experiencing stress outside work e.g. bereavement or separation.

• OHS Managers

- Provide specialist stress-related advice and/or awareness training;
- Train and 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 ABC Company and the JHSC of any changes and developments in the field of work-related stress at work.

• Employees

- Cooperate with managers, OHS managers and other ABC Company personnel in implementing this Policy;
- Report concerns to the JHSC and ABC Company officials;
- Neither engage in nor tolerate harassment or bullying of any type;
- Attend and apply work-related stress training;
- Be aware of and make use of the support resources provided under this Policy, including opportunities for confidential counselling when referred.

• JHSC

- Cooperate with managers, OHS managers and other ABC Company personnel in implementing this Policy;
- Participate in or attend risk assessments if requested;
- Consult with employees and others covered by this Policy;
- Recommend appropriate improvements and revisions to this Policy as experience dictates.

6. Process for Managing Stress

If a manager or OHS manager becomes aware that an employee may be experiencing work-related stress, he/she should talk to the employee and try to address the concerns. Often advice and reassurance from line managers and colleagues can be the simplest and most effective way of helping employees who may be experiencing stress.

The manager or OHS manager should consider encouraging any individual who is

experiencing serious and immediate problems to seek further help from their doctor or a counselling service.

In addition to responding to individual cases, managers and OHS managers should also take a long-range view and consider whether the way the work is organized and managed is leading to work-related stress.

Signed by

Managing Director: _____

Date: _____

JHSC Member/Employee Representative: _____

Date: _____

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