Stop. Make a Change.

Plain Speaking Stress Toolkit

This toolkit can be used as part of a 'Toolbox Talk' with a group of staff/workers, or informal one-to-one discussions over a (tea) break, for example. It would be helpful to try and answer each question using the **Red**, **Amber** and **Green** process.

For example, in question 1, first bullet point, if you feel:

- you have too much to do in the time available, you would put an 'X' under Red.
- you are completely satisfied with the time element, you would put an 'X' in the Green column.
- you are unsure, you would put an 'X' in the Amber column.

If an answer is marked Red or Amber this should be discussed to try and understand the underlying causes and identify a simple solution that would improve things. Actions agreed should be recorded and dealt with by the most appropriate person.

QUESTIONS	R	A	G
1. **Demands**			
• Have you got too much to do in the time available?			
• Have you done this type of work before?			
• How far are you travelling to get here and does this make your day too long?			
• Can we change anything to make things easier for you?			
2. **Control**			
• Did anyone talk to you about how to do this job?			
• Are your skills being used to the full?			
• Do you think you could have your say about how to do things?			
• If you could change anything to make it better, what would it be?			
3. Support			
• Do you think this is a good place to work? How well are you supported?			
• Do you anyone to talk to if you need help?			
• Do you have anyone to listen to you if things were going wrong?			
• Would you change anything to do with the support you do have?			
4. Relationships			
• If you see poor behaviour such as bullying or discrimination, how is this dealt with?			
• Do you think you could tell the office/site management how it is?			
• Do you trust them to do anything about it?			
• What changes would you make?			
5. Role			
• Do you have a clear idea what it is you're being asked to do?			
• Have you been set any targets and are these OK?			
• Do you trust them to do anything about it?			
• What changes would you make?			
6. Change			
• When things have to change in the office/on site, is this done well?			
• Are you told in good time when you have to move to other projects/offices/sites?			
• When change does happen, does anyone talk to you about what difference this will make?			
• Can you have your say to make things better?			

This toolkit is only a starting point in identifying and tackling work-place stress. Other help and information is availble if you think you need to do more - click here to access a HSE Stress Talking toolkit, and click here for further HSE resources.