



ThinkVision Solutions Inc / 15 Aug 2019 / Martha Hewitt

Workplace Stress Risk Assessment

Complete

Inspection score	Failed items	Created actions
60.61%	13	3
Client / Site ThinkVision Solutions Inc		
Location Pleasant, KS, USA		
Conducted on 📅 15th Aug, 2019 ⌚ 9:18 AM +08		
Prepared by Martha Hewitt		

Audit / Work Demands

<p>Is there consistency and clarity in the job role?</p>	<p>No</p>
<p>– Actions</p> <hr/> <p>To Do - Adjust work patterns to cope with peaks (need to be fai...</p>	
<p>Do the employees feel that they are kept informed about current business needs/ developments/reasons for some actions taken?</p>	<p>No</p>
<p>– Notes</p> <p>Some employees feel that company is not being transparent with business developments, needs and reasons</p>	

Audit / Control




Do staff feel that they are involved in deciding what work they do, and when and how they do it?	No
<p>– Notes Employees feel their work is too structured and they must follow accordingly.</p> <p>– Actions</p> <hr/> <p>To Do Consider giving staff more control by enabling them to pl...</p>	
Is the work repetitive?	Yes
<p>– Actions</p> <hr/> <p>To Do Task rotation for team members</p>	
Do the staff have a variety of activities to complete?	No
<p>– Notes Consider making the tasks be varied if repetitive to make day more interesting</p>	
Is the working time flexible?	No
<p>– Notes This is not a company policy as of the moment</p>	
Do staff feel that their skills are being used appropriately?	No
Do staff feel that they are encouraged to use it?	No
Do staff feel that they are considered when planning the work?	No

Audit / Support

Do staff feel they are being offered adequate managerial support with new work issues, everyday work issues or personal issues if needed?	No
Do staff feel that you support a healthy work/life balance?	No

Audit / Relationships

There are no problems with bullying/harassment?	No
Does the employee feel that the organization as a whole (managers and colleagues) are caring/trusting?	No

<p>SafetyCulture Staff created a Medium priority action</p> <p>To Do  22nd Aug, 2019 8:00 AM +08</p> <p>Task rotation for team members</p>
<p>Audit / Control</p> <p>Is the work repetitive?</p>
<p>SafetyCulture Staff created a Medium priority action</p> <p>To Do  16th Aug, 2019 8:00 AM +08</p> <p>Consider giving staff more control by enabling them to pl... an their own work, make decisions on how their work should be completed</p>
<p>Audit / Control</p> <p>Do staff feel that they are involved in deciding what work they do, and when and how they do it?</p>
<p>SafetyCulture Staff created a Medium priority action</p> <p>To Do  16th Aug, 2019 8:00 AM +08</p> <ul style="list-style-type: none">- Adjust work patterns to cope with peaks (need to be fai... r and agreed with employees).- If people are 'under loaded', think about additional tasks / responsibilities.- Develop personal work plans to ensure that staff know what their job involves.
<p>Audit / Work Demands</p> <p>Is there consistency and clarity in the job role?</p>

Audit

13 Failed 3 Actions 60.61%

Work Demands

2 Failed 1 Actions

Are staff comfortable with the amount of work?	Yes
Are these timescales for workload too much?	No
Is the intensity of the workload too great for individuals?	No
<p>– Notes</p> <p>majority of the individuals seem to wing it</p>	
Is there consistency and clarity in the job role?	No
<p>– Actions</p> <hr/> <p>To Do - Adjust work patterns to cope with peaks (need to be fai...</p>	
Have they received appropriate training in order that they can do the role effectively?	Yes
Do employees feel comfortable in raising concerns?	Yes
Do the employees feel that they are kept informed about current business needs/ developments/reasons for some actions taken?	No
<p>– Notes</p> <p>Some employees feel that company is not being transparent with business developments, needs and reasons</p>	
Are there any issues regarding the work environment that is impacting on how effectively employees can do their role?	N/A
<p>– Notes</p> <p>Will follow up on this</p>	

Control

7 Failed 2 Actions

Do staff feel that they are involved in deciding what work they do, and when and how they do it?	No
<p>– Notes</p> <p>Employees feel their work is too structured and they must follow accordingly.</p> <p>– Actions</p> <hr/> <p>To Do Consider giving staff more control by enabling them to pl...</p>	
Is the work repetitive?	Yes
<p>– Actions</p> <hr/> <p>To Do Task rotation for team members</p>	
Do the staff have a variety of activities to complete?	No
<p>– Notes</p> <p>Consider making the tasks be varied if repetitive to make day more interesting</p>	
Is the working time flexible?	No
<p>– Notes</p> <p>This is not a company policy as of the moment</p>	
Can staff decide when to take breaks?	Yes
Do staff feel that their skills are being used appropriately?	No
Is there room to develop new skills for employees if wanted?	Yes
Does the work require initiative?	Yes
Do staff feel that they are encouraged to use it?	No
Do staff feel that they are considered when planning the work?	No
Is work regularly monitored?	Yes
Do manager meet with staff to see how work is going?	Yes

Support

2 Failed

Do staff feel they are being offered adequate managerial support with new work issues, everyday work issues or personal issues if needed?	No
Do staff feel that they are well-supported from their colleagues?	Yes
Do staff feel that you support a healthy work/life balance?	No
How well do you listen to your staff – do they feel that this occurs?	Yes
<p>– Notes</p> <p>We try to schedule 1:1's for all members bi-monthly</p>	

Relationships

2 Failed

There are no issues concerning workplace relationship conflicts within the team for the employee?	Yes
There are no problems with bullying/harassment?	No
There are no policies where staff can raise concerns about another member of staff?	No
Does the employee feel that the organization as a whole (managers and colleagues) are caring/trusting?	No


Role

Are staff clear about what is expected of them?	Yes
Do staff has a clear plan of work which is agreed with their manager?	Yes
Are staff encouraged to talk to managers at an early stage if unclear of the priorities of the task to be undertaken?	Yes
Are staff struggling with multiple/conflicting roles?	No
Do they understand how their role fits into the overall business aims?	N/A

Change

Do staff feel that they receive adequate and regular communication and consultation about organization change when occurring?	Yes
Do staff feel they understand why organizational change needs to occur?	Yes

Completion

Full Name and Signature of Inspector	
	Martha Hewitt 15th Aug, 2019 9:54 AM +08