

Individual stress identification tool

Supporting Information

This individual stress identification tool (SIT) should be used when an employee is experiencing work-related stress.

This tool will help you and your manager identify the causes of work-related stress. It is based on the [Health and Safety Executive Stress Management Standards](#). It should be used to inform discussions about actions that can be taken to reduce or remove the causes of stress identified.

- This assessment can be completed jointly with your manager in discussion. Alternatively, you may complete the stress risk-assessment before discussing your answers with your manager.
- In some instances, it may be appropriate for another person to work through this process with you e.g. a local HR contact, Department Safety Officer or Department Administrator.

Information for managers

This tool should be used when an employee raises concerns about work-related stress, or you observe signs of excessive pressure. Take appropriate management action to address the causes of stress identified before making a management referral to [Occupational Health](#) (OH). OH can give further guidance and recommendations on how to deal with issues identified using this tool.

Actions should be documented in the action plan in section 3. For further guidance and examples of actions, see the [Work-Related Stress Policy](#) and the [Work-related stress suggested actions](#)

For guidance on this tool or the Work-related Stress Policy please speak to your local HR or [HR Business Partner](#).

Section 1 – Quick screen

Q1. Do you feel you are stressed by your work? Yes / No
Q2. Is the level of stress unacceptable or impacting your wellbeing? Yes / No
If “Yes” to Q2, proceed to Sections 2–3. If “No”, discuss any early supports and note here:

Section 2, identifying the main causes of work-related stress

Scoring

- Select 1 if a factor causes you **low** or **no** level of stress
- Select 2 if a factor causes you a **medium** level of stress
- Select 3 if a factor causes you a **high** level of stress

Demands

Too much work to do (with the time and resources available)	1 / 2 / 3
Unrealistic deadlines	1 / 2 / 3
Not enough work to do	1 / 2 / 3
Work is repetitive or monotonous	1 / 2 / 3
Competing or conflicting demands or priorities	1 / 2 / 3
Working long hours	1 / 2 / 3
Not taking rest breaks or time away from work	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with demand affect you and the impact this has.	

Control

Little/no say in the scheduling of work	1 / 2 / 3
Little/no control over how work is done	1 / 2 / 3
Supervised too closely	1 / 2 / 3
Not enough supervision	1 / 2 / 3
Have not had the training needed for the role	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with control affect you and the impact this has.	

Support

Insufficient support from manager	1 / 2 / 3
Lack of support from colleagues	1 / 2 / 3
Receive little/no guidance or feedback	1 / 2 / 3

Achievements are not acknowledged or recognised	1 / 2 / 3
Feeling isolated	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with support affect you and the impact this has.	

Relationships

Experiencing bullying or harassment	1 / 2 / 3
Experiencing discrimination	1 / 2 / 3
Difficult working relationship with a colleague or colleagues	1 / 2 / 3
Difficult working relationship with manager	1 / 2 / 3
Poor communication between team members	1 / 2 / 3
Poor communication with manager	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with relationships affect you and the impact this has.	

Role

Duties and responsibilities are unclear	1 / 2 / 3
Unclear expectations of the outputs or standard of work required	1 / 2 / 3
Unclear how work fits into the work of team or department	1 / 2 / 3
Conflicting responsibilities	1 / 2 / 3
Receiving mixed messages or confusing requests	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with role clarity affect you and the impact this has.	

Change

No/limited opportunities to ask questions or raise concerns	1 / 2 / 3
Lack of clarity about how changes will be implemented	1 / 2 / 3
Change is introduced without explanation or training	1 / 2 / 3
Change is not communicated well	1 / 2 / 3
Receiving mixed messages/hearing rumors	1 / 2 / 3
Additional notes, this could include specific examples, details of how often issues with change affect you and the impact this has.	

Once the questions have been completed, review the statements that have been rated 2 and 3. These statements give an indication of the primary causes of work-related stress. Statements rated as 3 are key areas that should be prioritised.

Section 3, Work-related stress action plan

When deciding on actions you need to consider what would best support the employee, the requirements of their role and the team to ensure that agreed actions can be put into practice. Actions should focus on preventing these situations from happening or help ensure that these occur less frequently. Alternatively, actions should consider how to manage or reduce the impact of a stressful situation that cannot be prevented.

Cause of stress identified	Actions agreed	Who is taking this action?	Date action will be taken by	Date action completed	Was this action effective?