

Work Positive process checklist

This document has been developed to ensure that the Work Positive process is implemented in full, detailing all of the action to be taken and issues to consider at each stage.

Stage of Work Positive Process (other guidance available to support process)	Action	Details of how action was taken	Complete (v)
Planning Stage Stress: developing the business case (On Healthy Working Lives Website) Information for participants (in Work Positive Pack and on Healthy Working Lives Website)	Gain Senior management Commitment		
	Identify co-ordinator		
	Set up steering group		
	Develop implementation action plan with timescales		
	Develop a Work Positive Communication strategy To who, what, when and how will you communicate the process and outcomes		
	Inform employees of: - Stress, symptoms, causes and impacts -Work Positive process and timescales -Their role in process -Where to go for help in meantime		
Step one Look at the hazards Benchmarking exercise in Work Positive pack and on Healthy Working Lives Website	Familiarise steering group with HSE Management Standards (use Work Positive Benchmarking tool to help with this)		
	Consider existing relevant policies and procedures		
	Gather existing baseline data		
	Consider trends and targets that will be used to monitor impact		
Step two Identify who might be harmed and how	Consider all staff groups		
	Decide staff groupings or categories that will be used for assessment, e.g. role, location, department. You can use up to 2 categories		

	with as many subcategories as you wish (you may not have any if a very small organisation). Ensure anonymity.		
<p>Step Three Evaluate the risk</p> <p>You can use the HWL Survey Manager to run your survey. This resource provides a link to manage the survey online and an interface to add paper based copies. The analysis and reports produced using this resource provide valuable comparison data with other workplaces across Scotland: www.//surveys.healthyworkinglives.com</p> <p>Example covering letter in Work Positive pack and on Healthy Working Lives Website Guidance to set up on-line survey on Healthy Working Lives Website</p> <p>Analysis tool in Work Positive pack (on CD) and on Healthy Working Lives Website Guidance on analysis of results in Work Positive pack (on CD) and on Healthy Working Lives Website</p>	Develop covering letter or email to accompany risk assessment		
	Set up online survey if this is being used (add link to email)		
	Print covering letter, questionnaires and return envelopes if using paper based method		
	Ensure categories are clear and communicated to staff		
	Distribute risk assessment to all staff to be included in survey		
	Issue reminders		
	Collate responses		
	Analyse results using survey resource		
	Feedback the results to staff		
	Agree and communicate areas for further exploration		
<p>Step four Take action and record the findings</p> <p>Guidance on running focus groups on Work Healthy Working Lives Website</p> <p>Action plan template in Work Positive pack (on CD) and on Healthy Working Lives Website</p>	Conduct focus groups around priority issues / groups		
	Identify and agree appropriate solutions with staff		
	Conduct other explorative exercises if required to clarify outcomes of assessment		
	Develop action plan		

	Share action plan with staff and agree content with them		
	Share the agreed action plan with staff		
Step Five Monitoring and review	Monitor existing data to assess impact		
	Regularly review action plan and follow-up accordingly		
	Re-assess at regular intervals		