

**GREEK TOOL PROPOSED FOR THE INSPECTION
OF PSYCHOSOCIAL RISKS (STRESS)**

Phase 1
Evaluation of objective indicators of work stress
(Checklist)

SECTOR 1
INDICATORS CONCERNING THE COMPANY

N	INDEX	decreasing	constant	increasing	GRADES	remarks
1	Number of accidents	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
2	Absences	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
3	Sickness absences	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
4	Percentage of breaks or days off not used	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
5	Percentage of not programmed overtime	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
6	Change of work place / turnover	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
7	Punishments *	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>		
8	Urgent seeks for medical examinations	0 <input type="checkbox"/>	2 <input type="checkbox"/>	4 <input type="checkbox"/>	
9	Written remarks by the occupational physician, regarding work stress	0 - NO <input type="checkbox"/>		4 - YES <input type="checkbox"/>	
10	Conflicts regarding labor issues (redundancies , working times, working demand)	0 - NO <input type="checkbox"/>		4 - YES <input type="checkbox"/>	
Total grades						

* If the grade for the index "Punishments" is (0), and additionally positive rewards/feedback exists, then record the value minus one (-1)

SECTOR 2
JOB CONTEXT INDEXES
 Roles, Relationships and Change

ORGANISATIONAL LEVEL					
N	INDEX	YES	NO	GRADES	Remarks
1	Availability of flow chart – action plan	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	Availability of Health & Safety policy procedures	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	Employee participation in organization and H & S	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	Availability of targets / goals	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	Participation in setting and achieving goals	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
6	Availability of communication channels and networks	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
7	Planning for meetings between administration and employees.	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
8	Availability of a plan for employee training and evolution	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
9	Communication of all employees / interpersonal relationships	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

ROLE OF THE EMPLOYEE					
N	INDEX	YES	NO	GRADES	Remarks
1	The hierarchical pyramid is recognized by the employees	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	The roles are clear	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	Work overlapping does NOT exist	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	Absolute agreement of interpretations / directives given by the managers	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

DEVELOPMENT / CAREER					
N	INDEX	YES	NO	GRADES	Remarks
1	Availability of a professional development plan for all the employees	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	Availability of a professional development plan for the managers	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	Predetermined criteria for the professional development	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	Availability of a system for rewards in relation to the goals achievement	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	Availability of a system of rewards in relation to the achievements on health & safety targets	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
6	Availability of a system of rewards in relation to the proper personnel management from manager staff	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

AUTONOMY OF DECISION / JOB CONTROL					
N	INDEX	YES	NO	GRADES	Remarks
1	Decision latitude for the employee	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	The work is NOT affected from preceded activities of other workers	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	The workers have enough autonomy to carry out their work	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	The workers participate in management decisions	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	Operation of the legislating participation of the employees	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

JOB INTERRELATIONSHIPS					
N	INDEX	YES	NO	GRADES	Remarks
1	Possibility of the employee to contact directly with the management	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	Scheduled meetings with the participation of all the employees	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	The protocols of work surveillance are NOT strict	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

SOCIAL WORK INTERACTION / SUPPORT

N	INDEX	YES	NO	GRADES	Remarks
1	Breaks, proper places for breaks	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	Flexibility of work program	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	Possibility of arriving at work by public transport	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

SECTOR 3
JOB CONTENT INDEXES:
 Demands, Control and Support

WORK ENVIRONMENT AND EQUIPMENT					
N	INDEX	YES	NO	GRADES	Remarks
1	There is NO exposure to noise	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	Ergonomic work place design, friendly work environment	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	There is NO exposure to chemical agents	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	The ventilation is proper	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	The lighting is adequate	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
6	Proper manual handling / proper equipment	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
7	If there is a need, personal protective equipment are available	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
8	There is NO probability to be exposed to violence, aggressive behavior or threats	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
9	Exposure to high / low temperatures	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
10	There is NO exposure to vibrations	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
11	Proper maintenance of apparatus and equipment	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

PLANNING OF ACTIVITIES

N	INDEX	YES	NO	GRADES	Remarks
1	There are NO frequent interruptions / disturbances	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	The activities are organized / scheduled	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	There is NO repeatability / monotonous work	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	There are NO demands for implementing different activities simultaneously	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	The activities are clearly designed	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

WORK PACE AND INTENSITY

N	INDEX	YES	NO	GRADES	Remarks
1	There is enough autonomy	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	There is NO ambiguity - unprectability (NO sudden changes in work design)	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	There is NO lack of activities for long periods of time	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	There are NO repetitive activities / movements	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	The work pace is NOT predetermined	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
6	The work pace is NOT determined from a machine	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
7	There are NO high responsibilities	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
8	The employees have NOT to take quick decisions	0 <input type="checkbox"/>	1 <input type="checkbox"/>		

Total grades					

WORK SCHEDULE					
N	INDEX	YES	NO		
1	The work is NEVER prolonged	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
2	There are NO requests for urgent works out of the ordinary schedule	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
3	The work time is flexible	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
4	The schedule is NOT frequently modified	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
5	The work interruptions are clearly justified	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
6	Shift work is always programmed	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
7	There are NO irregular working times (work during the night and weekends)	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
8	Turnover in the night / weekend work	0 <input type="checkbox"/>	1 <input type="checkbox"/>		
Total grades					

Phase 2

Validation of stressors

Planning of preventive / corrective interventions

1. COMPANY indexes							
INDEX	GRADE	LOW 0 – 25%		MEDIUM 25 – 50%		HIGH 50 – 100%	
		from	to	from	to	from	to
ALL INDEXES *		0	10	12	26	28	40
FINAL GRADES		0		2		5	

* Total grade values for company indexes:
 for grades 0 - 10, the final grade value will be 0
 for grades 12 – 26, the final grade value will be 2
 for grades 28 – 40, the final grade value will be 5

2. JOB CONTEXT indexes							
INDEX	GRADE	LOW 0 – 25%		MEDIUM 25 – 50%		HIGH 50 – 100%	
		from	to	from	to	from	to
Operational and organizational level		0	2	3	5	6	9
Role of the employees		0	1	2	3	4	
Development / career		0	2	3	4	5	6
Autonomy of decisions / work control		0	1	2	3	4	5
Interpersonal relationships		1		2		3	
Social work interaction and support *							
FINAL GRADES		0	7	8	14	15	27

* If the total grades of the index "Social work interaction and support" is (0) then record the value minus one (-1). If the total grades are higher than (0) then record the value zero (0)

3. JOB CONTENT indexes							
INDEX	GRADES FOR EVERY INDEX	LOW 0 – 25%		MEDIUM 25 – 50%		HIGH 50 – 100%	
		from	to	from	to	from	to
Work environment - apparatus		0	3	4	7	8	11
Work planning - pattern		0	2	3	4	5	6
Workload, work pace and intensity		0	2	3	5	6	8
Schedule		0	2	3	5	6	8
FINAL GRADES		0	8	9	17	15	33

The final grades of three sectors are added according leading to a risk factor.

SECTIONS	FINAL GRADES
1. COMPANY indexes	
2. JOB CONTEXT indexes	
3. JOB CONTENT indexes	
OVERALL RISK FACTOR	

The risk levels according to the resulted overall risk factor and the entailed actions, are determined in the following Table (Phase 3).

Phase 3

Preventive / corrective interventions plan

	FROM	TO	RISK LEVEL	REMARKS – INTERVENTIONS
	0	14	LOW RISK 25%	<p>The analysis of stress indicators does not point out particular organisational deficiencies that can be connected with the presence of work stress.</p> <p>Monitoring of work conditions is recommended every two years (under the condition that no organisational changes will occur). In any case in any identification of factors that contribute work stress, targeted interventions should be adopted for confrontation.</p>
	15	30	MEDIUM RISK 50%	<p>The analysis of stressors points out the presence of conditions in work organization that is connected with the event of work stress. For tackling stress targeted interventions that concern mainly elimination or reduction of strain caused by stressors and the adoption of a preventive policy against the event of work stress with the active attendance of occupational medical doctor and safety technician. A yearly re-inspection of work conditions is recommended.</p>
	31	60	HIGH RISK > 50%	<p>The analysis of stressors, points out the presence of work organization conditions that is highly connected with the event of work stress. It is essential to evaluate the work stress perception of the employees with the attendance of occupational physician and potentially with the help of other experts.</p> <p>A continuous follow-up of stressors is recommended in step with the results of the interventions and remedial actions adopted case by case.</p>