

WORK-RELATED STRESS RISK ASSESSMENT FORM

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JOB / ACTIVITY NAME

DATE

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JOB / ACTIVITY DESCRIPTION

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LOCATION(S) OF WORK

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JOB DEMANDS

ASSESSMENT	Yes	No	N/A
Are tasks organized and delegated with realistic expectations in mind?			
Are tasks assigned according to the abilities of the task owner?			
Is the physical environment of the job conducive to productivity? (e.g. comfortable, suitable)			
Do team members have the resources necessary to complete the job? (e.g. equipment, training, time)			
Are team members safe from exposure to physical or verbal threats?			

WORKER CONTROL

ASSESSMENT	Yes	No	N/A
Do team members have any input as to how the job will be completed?			
Are team members encouraged to advance their skill level in order to professionally develop and take on more responsibility?			
Do team members feel comfortable and encouraged to voice concerns regarding work?			
Do team members have control over the timeline in which they complete work?			

WORKER SUPPORT

ASSESSMENT	Yes	No	N/A
Are team members able to provide support to one another?			
Are team members able to access support from management?			
Do team members know the process for accessing support from management?			
Are team members supported when conducting new or unfamiliar tasks?			
Are processes in place to help team members cope with personal, nonwork-related issues?			

WORKER ROLE

ASSESSMENT	Yes	No	N/A
Is there a clear onboarding plan in place for new team members?			
Do job descriptions clearly outline the expectations and responsibilities involved in the role?			
Are team members provided with a clear action plan for job-related projects and activities?			
Do team members understand how their job contributes to the overall objectives of the organization?			
Are opportunities given to team members to stay up to date on current best practices related to the job? (e.g. continuous learning and training opportunities)			

CHANGE MANAGEMENT

ASSESSMENT	Yes	No	N/A
Do you have a change management plan in place?			
Are team members aware of, and have access to, plans and processes related to potential changes?			
Is consultation provided to team members during times of change?			
Are appropriate preparatory measures in place to support team members during the change process?			
Is there a communication plan in place to communicate change to team members?			

RECOMMENDATIONS

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ASSESSMENT COMPLETED BY: *name and role*

DATE

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ASSESSMENT REVIEWED BY: *name and role*

DATE

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REVIEW REMARKS

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