

## Stress management policy

### SAMPLE POLICY

#### Stress management policy - SAMPLE

##### **Purpose**

To ensure that the workplace environment at *[practice name]* is managed in a manner that minimises the detrimental effects of stress and fatigue on its employees. Stress can be an occupational hazard. We have developed this policy in order to help people manage any negative effects of stress at work.

##### **Background**

Stress is a factor that affects us positively or negatively, and can occur at any time, from a variety of sources, including our personal lives. Circumstances will affect people differently, and have varying effects on their ability to perform effectively at work. The responsibility for managing workplace stress to prevent injury or ill health therefore rests with the *[practice name]* and individual employees.

##### **Policy**

A safe workplace is critical for our continued success. Having procedures in place to minimise the negative effects of stress helps the *[practice name]* achieve this goal while, at the same time, providing an environment where employees can perform at the highest level. Minimising the negative effects of workplace stress will have positive effects for the company through:

- Increased productivity
- Improved employee morale
- Improved overall efficiency and effectiveness of the Company.

##### **Stress Management Procedures**

Employees are required to inform their manager of any stress-related issues that are having an impact on their ability to perform their work, both work and non-work related. Another senior person should be approached if the employee does not wish to speak to their manager. This places an obligation on the employee to achieve a balance between their personal and working lives.

*[practice name]* will be responsible for recognising the symptoms of stress and be proactive in dealing with these through:

- Monitoring leave and ensuring employees are having opportunities for rest and recreation
- Monitoring hours of work and ensuring that employees working under pressure are not suffering ill-health as a result
- Providing clear and reasonable standards of performance and ensuring staff have the skills and competence to perform their job
- Providing the necessary support, both external (eg counselling assistance) and internal (eg granting of leave, support, training, to employees suffering from symptoms of stress.)
- Training in recognising and managing the symptoms of stress.

## Need more help?

Contact the NZMA:

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