



Workplace Stress Risk Assessment

ThinkVision Solutions Inc / 17 May 2023 / Martha Hewitt

Complete

Score	20 / 33 (60.61%)	Flagged items	13	Actions	3
Client / Site	ThinkVision Solutions Inc				
Location	Pleasant, KS, USA (37.6156909, -97.1144039)				
Conducted on	17 May 2023 10:57 PST				
Prepared by	Martha Hewitt				

Flagged items & Actions

13 flagged, 3 actions

Flagged items

13 flagged, 3 actions

Audit / Work Demands

Is there consistency and clarity in the job role?

No

To do | Priority: Medium | Due: 24 May 2023 10:58 PST | Created by: SafetyCulture Staff

Adjust work patterns to cope with peaks.

- Work patterns need to be fair and agreed upon with employees.
- If people are 'under loaded', think about additional tasks / responsibilities.
- Develop personal work plans to ensure that staff know what their job involves.

Audit / Work Demands

Do the employees feel that they are kept informed about current business needs/ developments/reasons for some actions taken?

No

Some employees feel that the company is not being transparent with business developments, needs, and reasons.

Audit / Control

Do staff feel that they are involved in deciding what work they do, and when and how they do it?

No

Employees feel their work is too structured and they must follow accordingly.

To do | Priority: Medium | Due: 24 May 2023 11:00 PST | Created by: SafetyCulture Staff

Consider giving staff more control over their work.

Do this by enabling them to plan their own work and make decisions on how their work should be completed.

Audit / Control

Is the work repetitive?

Yes

To do | Priority: Medium | Due: 24 May 2023 11:00 PST | Created by: SafetyCulture Staff

Task rotation for team members

Audit / Control

Do the staff have a variety of activities to complete?

No

Consider making the tasks varied if repetitive to make the day more interesting.

Audit / Control

Is the working time flexible?

No

This is not a company policy as of the moment.

Audit / Control

Do staff feel that their skills are being used appropriately?	No
Audit / Control	
Do staff feel that they are encouraged to use it?	No
Audit / Control	
Do staff feel that they are considered when planning the work?	No
Audit / Support	
Do staff feel they are being offered adequate managerial support with new work issues, everyday work issues or personal issues if needed?	No
Audit / Support	
Do staff feel that you support a healthy work/life balance?	No
Audit / Relationships	
There are no problems with bullying/harassment?	No
Audit / Relationships	
Does the employee feel that the organization as a whole (managers and colleagues) are caring/trusting?	No
Other actions	0 actions

Audit	13 flagged, 3 actions, 20 / 33 (60.61%)
Work Demands	2 flagged, 1 action, 5 / 7 (71.43%)
Are staff comfortable with the amount of work?	Yes
Are these timescales for workload too much?	No
Is the intensity of the workload too great for individuals?	No
Majority of the individuals seem to wing it	
Is there consistency and clarity in the job role?	No
To do Priority: Medium Due: 24 May 2023 10:58 PST Created by: SafetyCulture Staff	
Adjust work patterns to cope with peaks.	
- Work patterns need to be fair and agreed upon with employees. - If people are 'under loaded', think about additional tasks / responsibilities. - Develop personal work plans to ensure that staff know what their job involves.	
Have they received appropriate training in order that they can do the role effectively?	Yes
Do employees feel comfortable in raising concerns?	Yes
Do the employees feel that they are kept informed about current business needs/ developments/reasons for some actions taken?	No
Some employees feel that the company is not being transparent with business developments, needs, and reasons.	
Are there any issues regarding the work environment that is impacting on how effectively employees can do their role?	N/A
Will follow up on this	
Control	7 flagged, 2 actions, 5 / 12 (41.67%)
Do staff feel that they are involved in deciding what work they do, and when and how they do it?	No
Employees feel their work is too structured and they must follow accordingly.	
To do Priority: Medium Due: 24 May 2023 11:00 PST Created by: SafetyCulture Staff	
Consider giving staff more control over their work.	
Do this by enabling them to plan their own work and make decisions on how their work should be completed.	
Is the work repetitive?	Yes

To do | Priority: Medium | Due: 24 May 2023 11:00 PST | Created by: SafetyCulture Staff

Task rotation for team members

Do the staff have a variety of activities to complete?

No

Consider making the tasks varied if repetitive to make the day more interesting.

Is the working time flexible?

No

This is not a company policy as of the moment.

Can staff decide when to take breaks?

Yes

Do staff feel that their skills are being used appropriately?

No

Is there room to develop new skills for employees if wanted?

Yes

Does the work require initiative?

Yes

Do staff feel that they are encouraged to use it?

No

Do staff feel that they are considered when planning the work?

No

Is work regularly monitored?

Yes

Do manager meet with staff to see how work is going?

Yes

Support

2 flagged, 2 / 4 (50%)

Do staff feel they are being offered adequate managerial support with new work issues, everyday work issues or personal issues if needed?

No

Do staff feel that they are well-supported form their colleagues?

Yes

Do staff feel that you support a healthy work/life balance?

No

How well do you listen to your staff - do they feel that this occurs?

Yes

We try to schedule 1:1's for all members bi-monthly.

Relationships

2 flagged, 2 / 4 (50%)

There are no issues concerning workplace relationship conflicts within the team for the employee?

Yes

There are no problems with bullying/harassment?

No

There are no policies where staff can raise concerns about another member of staff?	No
Does the employee feel that the organization as a whole (managers and colleagues) are caring/trusting?	No
Role	4 / 4 (100%)
Are staff clear about what is expected of them?	Yes
Do staff has a clear plan of work which is agreed with their manager?	Yes
Are staff encouraged to talk to managers at an early stage if unclear of the priorities of the task to be undertaken?	Yes
Are staff struggling with multiple/conflicting roles?	No
Do they understand how their role fits into the overall business aims?	N/A
Change	2 / 2 (100%)
Do staff feel that they receive adequate and regular communication and consultation about organization change when occurring?	Yes
Do staff fell they understand why organizational change needs to occur?	Yes
Completion	

Full Name and Signature of Inspector



Martha Hewitt
17 May 2023 11:02 PST