

WELLBEING 101: WORKPLACE WELLBEING

Complete this questionnaire to assess how well your organisation currently supports the wellbeing of its employees and to identify areas for improvement, in order to help build and sustain an environment that protects and promotes wellbeing at work.

Using this questionnaire

Look at the **statements** below and choose how much you agree with each by selecting the most appropriate answer. Use the following scoring scale:

Agree = 3 points

Somewhat agree = 2 points

Disagree = 1 point

Once you have completed the diagnostic, add up your score and read the relevant interpretation to see how well your workplace supports its employees' wellbeing. When you have completed the diagnostic, consider the following questions:

- Where is support adequate, and which areas need improvement?
- What will be easiest to improve?
- How will you do this?
- What will be harder to improve?
- How will you do this?
- What barriers/challenges to improvement can you think of?
- How can you overcome these?

Statements

1. Our managers are healthy role models, setting a good example in the way they manage their own personal levels of health and stress.

- a. Agree
- b. Somewhat agree
- c. Disagree

2. Our managers understand the main health issues facing their team.

- a. Agree
- b. Somewhat agree
- c. Disagree

3. Our managers know the key facts about important health concerns, such as depression, stress, substance misuse, and back pain/musculo-skeletal disorders

- a. Agree
- b. Somewhat agree
- c. Disagree

4. Our managers are fully aware of Health and Safety requirements/legislation.

- a. Agree
- b. Somewhat agree
- c. Disagree

5. Managers focus on employees' capacity rather than incapacity to carry out their work.

- a. Agree
- b. Somewhat agree
- c. Disagree

6. Managers regularly monitor employee workload

- a. Agree
- b. Somewhat agree
- c. Disagree

7. Our managers set realistic timescales for completion of tasks.

- a. Agree
- b. Somewhat agree
- c. Disagree

8. Our managers discourage excessive overtime.

- a. Agree
- b. Somewhat agree
- c. Disagree

9. Our managers review working processes regularly to determine if they are helpful/harmful to employees' health and wellbeing.

- a. Agree
- b. Somewhat agree
- c. Disagree

10. Our employees have clearly defined job roles and responsibilities.

- a. Agree
- b. Somewhat agree
- c. Disagree

11. Our employees have some degree of control over when and how they work.

- a. Agree
- b. Somewhat agree
- c. Disagree

12. Our employees are encouraged to work regular hours to manage their work-life balance.

- a. Agree
- b. Somewhat agree
- c. Disagree

13. Our employees' jobs are well designed and flexible enough to be considered for alternative working arrangements.

- a. Agree
- b. Somewhat agree
- c. Disagree

14. Our employees are encouraged to take full break entitlements, including lunch breaks and annual leave allowance.

- a. Agree
- b. Somewhat agree
- c. Disagree

15. Our employees have regular meetings with their managers and feel that managers support their wellbeing concerns e.g. feeling under pressure.

- a. Agree
- b. Somewhat agree
- c. Disagree

16. Our employees feel valued and regularly receive recognition for work well done.

- a. Agree
- b. Somewhat agree
- c. Disagree

17. Our employees have the tools and time they need to do their work properly.

- a. Agree
- b. Somewhat agree
- c. Disagree

18. Our employees receive suitable training for their jobs and are given the opportunity to attend refresher courses (where appropriate)

- a. Agree
- b. Somewhat agree
- c. Disagree

19. Our employees are actively helped to develop skills and abilities, and are encouraged to apply for higher level positions within the organisation (where appropriate).

- a. Agree
- b. Somewhat agree
- c. Disagree

20. Our employees are provided with education and training on the main health-related issues facing them e.g. stress, back pain to help develop their own self-care plans.

- a. Agree
- b. Somewhat agree
- c. Disagree

21. Our employees have access to adequate support or advice on health, safety and wellbeing.

- a. Agree
- b. Somewhat agree
- c. Disagree

22. Our employees have access to employee assistance programmes (EAPs).

- a. Agree
- b. Somewhat agree
- c. Disagree

23. Peer-to-peer activities such as mentoring and support groups are available.

- a. Agree
- b. Somewhat agree
- c. Disagree

24. Our employees feel able to discuss organisational or job related concerns with any senior member of staff without negative consequences.

- a. Agree
- b. Somewhat agree
- c. Disagree

25. Policies are in place to address the main causes of work-related ill health (e.g. stress, musculo-skeletal disorders, substance misuse).

- a. Agree
- b. Somewhat agree
- c. Disagree

26. The working environment is well lit.

- a. Agree
- b. Somewhat agree
- c. Disagree

27. The working environment is physically well maintained, safe, clean and secure.

- a. Agree
- b. Somewhat agree
- c. Disagree

28. Information about health and wellbeing is posted in easily visible places.

- a. Agree
- b. Somewhat agree
- c. Disagree

29. Noise levels are kept to an acceptable level.

- a. Agree
- b. Somewhat agree
- c. Disagree

30. The temperature is maintained at a comfortable level.

- a. Agree
- b. Somewhat agree
- c. Disagree

31. There is adequate airflow.

- a. Agree
- b. Somewhat agree
- c. Disagree

32. Workstations are ergonomically designed.

- a. Agree
- b. Somewhat agree
- c. Disagree

33. Healthy refreshments are available, including watercoolers.

- a. Agree
- b. Somewhat agree
- c. Disagree

34. Our employees are encouraged to take breaks away from their desks/workstations by walking for a few minutes.

- a. Agree
- b. Somewhat agree
- c. Disagree

Interpretation

81 to 102 points

Well done. Your organisation is very committed to supporting employee health and wellbeing. If there are any areas for improvement, consider the top tips for promoting workplace wellbeing (below).

60 to 80 points

Your organisation seems fairly committed to improving employee health and wellbeing but there is room for improvement. Employees who feel that their employers value their physical and emotional wellbeing are likely to be more motivated and productive, ultimately contributing to bottom line profits. Use the top tips provided below to guide you in the right direction.

34 - 59 points

Your organisation does not do all it could to support employee health and wellbeing. There is a legal obligation on all organisations to support the physical and mental health of employees so review your answers and think about what you could improve on. Use the top tips (below) to help get you started.