

Create a checklist for your workload inspection

1. Decide which issues need to be addressed and tailor your questions around those. See Appendix 1 for an example.
2. Consider how you are going to analyse the results and present them to management or whether they will inform further inspections.
3. Checklists can be created using some of questions from the HSE Management Standards Indicator tool questionnaire, which is the basis for the Management Standards survey, these have been reproduced in Appendix 2.
4. Use the template below to create your own Inspection template for workload stressors.

Workload Inspection Checklist		
No	Question	
1		
2		
3		
4		
5		

Appendix 1

No.	Checklist	Choices – choose any that apply					
1	How manageable is your current workload	No problem	Occasionally	Frequently	Constantly		
2	How has your workload changed over the last year	Decreased	Same	Increased			
3	Has your workload caused you stress/ anxiety over the last year	No problem	Occasionally	Frequently	Constantly		
4	Has this (3) resulted in sick leave	Yes	No				
5	Has workload impacted on your ability to provide good quality work	Significantly	Sometimes	Never			
6	What do you think are the main causes of excessive workload	Staff cuts	Unrealistic targets	Staff student ratio	Additional admin tasks	Lack of support from managers	Other
7	Does your manager ever review your workload with you	Never	Occasionally	Regularly			
8	When there is organisational change is your workload reviewed with you	Yes	No	Occasionally			
9	If you regularly work long hours what are the reasons	Enjoy the work and personal choice	Not enough time to complete the work	Pressure from management	Everyone else works long hours	Have to cover staff shortages	Other
10							
11							

Appendix 2

<https://www.hse.gov.uk/stress/standards/downloads.htm>

- 1 I am clear what is expected of me at work
- 2 I can decide when to take a break
- 3 Different groups at work demand things from me that are hard to combine
- 4 I know how to go about getting my job done
- 5 I am subject to personal harassment in the form of unkind words or behaviour
- 6 I have unachievable deadlines
- 7 If work gets difficult, my colleagues will help me
- 8 I am given supportive feedback on the work I do
- 9 I have to work very intensively
- 10 I have a say in my own work speed
- 11 I am clear what my duties and responsibilities are
- 12 I have to neglect some tasks because I have too much to do
- 13 I am clear about the goals and objectives for my department
- 14 There is friction or anger between colleagues
- 15 I have a choice in deciding how I do my work
- 16 I am unable to take sufficient breaks

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- 17 I understand how my work fits into the overall aim of the organisation
- 18 I am pressured to work long hours
- 19 I have a choice in deciding what I do at work
- 20 I have to work very fast
- 21 I am subject to bullying at work
- 22 I have unrealistic time pressures
- 23 I can rely on my line manager to help me out with a work problem
- 24 I get help and support I need from colleagues
- 25 I have some say over the way I work
- 26 I have sufficient opportunities to question managers about change at work
- 27 I receive the respect at work I deserve from my colleagues
- 28 Staff are always consulted about change at work
- 29 I can talk to my line manager about something that has upset or annoyed me about work
- 30 My working time can be flexible
- 31 My colleagues are willing to listen to my work-related problems
- 32 When changes are made at work, I am clear how they will work out in practice
- 33 I am supported through emotionally demanding work
- 34 Relationships at work are strained
- 35 My line manager encourages me at work