

CHECKLIST FOR WELL-BEING AT WORK AND THE ATMOSPHERE AT WORK

Well-being at work and the working atmosphere are important factors in ensuring that the people working at the company, and thus the company's activities, function efficiently. Many companies have more serious shortcomings in the field of employee well-being, the atmosphere at work and job content than in the physical work environment (i.e. noise, strenuous work, exposure to chemicals etc.). These faults may manifest themselves as feelings of unhappiness, problems with relationships, high levels of sick leave and high personnel turnover, but they may also appear as mental health problems.

If the problems are serious, external help is often needed to resolve them. The majority of "normal" companies can work on well-being and the working atmosphere themselves. Many companies already have personnel appraisal (development) interview procedures in place for all their employees. A variant of the safety inspection round may also be used to initiate dialogue about well-being, the atmosphere at work and job content. This short checklist is intended as a help in such a safety inspection round. It is used as assistance in a meeting of a group (not more than 10 people) that discuss these issues.

When you begin to use this checklist, remember:

- Starting these discussions will make people expect that some action will be taken. Company management is responsible for ensuring that something does happen, so that the discussions do not lead to disappointment that no action is taken.
- The discussions may lead to changes being introduced. Everyone involved must accept that as a goal.
- Be receptive to the views of other people, and respect the opinions that are voiced.
- Consider the problems as problems you share. Do not point out individual employees as being a problem.
- Take as your starting point that everyone wants what is best for the company, but there is also some concern about the introduction of changes. This concern lessens if you take part in and influence the process of change, and if the change can be introduced in stages.
- Are there any questions in the checklist that are not relevant to your business operation? Cross them out! Do you think something is missing? Put it in!
- Make an assessment of the risks arising from faults that have been identified. Mark any risks that are serious.
- Follow up on the work to ensure that the action you decided upon was actually done.

Date _____ Company _____

Participants _____

NOTE! Use the tab key to move to the next cell, and the spacebar to put a cross in the squares!

	THE PRESENT SITUATION				THINGS WE MUST WORK ON
	Good	Acceptable	Should be improved	Must be improved	
Are the company's goals clearly defined and understood by all employees?					
Do all employees know what their particular tasks are to achieve this goal?					

THE PRESENT SITUATION

THINGS WE MUST WORK ON

	THE PRESENT SITUATION				THINGS WE MUST WORK ON
	Good	Acceptable	Should be improved	Must be improved	
Do all employees receive information about the status of the company's business operation, and feedback about the individual employee's work input?					
Do employees feel that their own input/job is important?					
Is there an acceptable workload, not too much and not too little?					
Do most employees have a positive attitude to their work tasks?					
Are the necessary resources and conditions in place for everyone to do a good job?					
Can every employee influence his/her own work situation?					
Is everyone treated with fairness and respect?					
Are employees very limited and controlled by their work?					
Can the pace of work be varied and is the work itself varied?					

THE PRESENT SITUATION

THINGS WE MUST WORK ON

	Good	Accept-able	Should be improved	Must be improved	
Do co-workers co-operate well with one another?					
Can people have contact with co-workers while they are working?					
Is the manager/work supervisor easy to reach?					
How does information flow to and from managers?					
Do managers listen to the views put forward by all employees?					
Is there concern about possible changes to the work situation?					
Is there any hazardous, psychologically stressful work or solitary work?					
Does anyone tackle the conflicts and problems that occur, or is nothing done about them?					
What is the atmosphere like at the workplace?					

Prevent publishes reference books, course material, CD-ROMs and video films.
Prevent also arranges courses and training programmes, and can also arrange
company in-house training programmes.

Tel: 08-402 02 00, e-mail: **info@prevent.se** Internet: **www.prevent.se**

© Prevent and the authors. Manuscript: Ann-Beth Antonsson and Eliana Alvarez.
IVL Svenska Miljöinstitutet AB