

HSE Workplace Stress Flowchart

Note: please refer to HSE Policy for Prevention & Management of Stress in the Workplace



Employee at work reports symptoms of stress

You receive a Medical Cert stating that employee is off work due to stress

Arrange to meet employee.
Identify risks using HSE Management Standards Checklist.

Note: Follow guidelines in HSE Managing Attendance Policy.
Make contact with employee & arrange suitable time/date/way to discuss sick leave e.g. phone/visit.

If stress symptoms are work-related:

Following risk assessment, identify solutions with employee & complete Action Plan.

Agree implementation & review timeframe.

Make employee aware of employee supports e.g. Staffcare/EAP/Occupational Health.

Implement actions.

Meet regularly & monitor situation.

Readjust actions if necessary & agree if readjustments are temp/permanent

If symptoms persist, refer employee to Occupational Health.

If stress symptoms are not work-related:

Advise/encourage employee to visit their GP or self refer to Occupational Health/ Staffcare/EAP Service

Keep in regular contact with employee and agree actions required

When employee returns/at work, meet regularly & monitor situation

If symptoms persist, refer employee back to Occupational Health.

If stress symptoms are work-related:

Make employee aware of employee supports e.g. Staffcare/EAP/Occupational Health.

Invite employee to meet you, identify risks using HSE Checklist.

If you require professional advise, consult with Occupational Health who can assist with risk assessment.

Following risk assessment, agree Action Plan with employee.*

On return to work, meet regularly, monitor situation & readjust actions, if necessary.

If symptoms persist or you require additional guidance, consult with Occupational Health.

*Refer to HSE Rehabilitation policy