

TEST YOUR STRESS AND LEARN MORE ABOUT THE SIGNS OF STRESS

Within the past four weeks, how often have you ... (tick one box only for each question)		RARELY OR NEVER	SOMETIMES	ALWAYS OR OFTEN
TENSION	... had problems relaxing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... felt irritable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... felt tense?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... been tired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLEEP	... slept badly and restlessly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had problems falling asleep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... woken up too early without being able to go back to sleep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... woken several times at night and found it hard to go back to sleep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOOD	... felt unhappy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... lacked self-confidence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had a bad conscience or felt guilty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... felt uninterested about the tasks that you do in your daily life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BODY	... had a stomach ache?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had a headache?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had heart palpitations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had muscle tension?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THOUGHTS	... had problems concentrating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had problems thinking clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had problems making decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	... had problems remembering things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source: The Danish Health and Medicines Authority's leaflet from 2007 'Are you familiar with stress? How to do something about it'.

The above-mentioned symptoms may be caused by many other factors and not just stress. If you are in doubt, you should consider consulting your own doctor. If you have ticked 5 or more boxes in the red column and believe this is because of stress attributed to conditions at your workplace, you should consider talking to your manager, union representative, occupational health and safety representative or a colleague (see the table on the following page).

MORE INFORMATION AND CONTACT INFORMATION (links)

AU's anonymous consultation on referral

Health's work environment contact person

READ MORE (links)

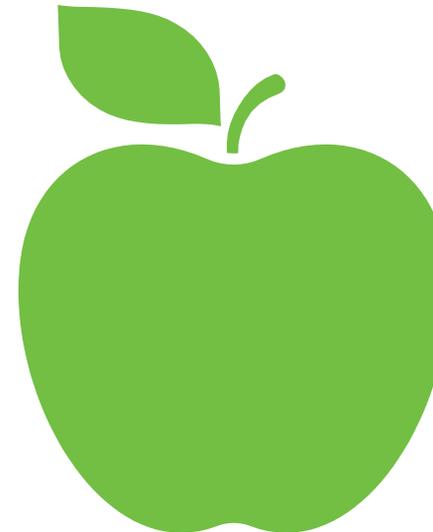
AU HR

The Danish Health and Medicines Authority

Danish Knowledge Centre for the Working Environment

Danish Working Environment Authority

PREVENTING AND DEALING WITH STRESS AT HEALTH



HEALTH wants to be a good and healthy workplace for all employees

HEALTH views stress as a shared challenge and a joint responsibility

HEALTH will work towards all employees contributing to creating a culture characterised by openness about stress and a sense of shared responsibility for tasks and well-being

WHAT IS STRESS?

Stress is a physical and psychological reaction to overload. Stress is not always unhealthy. Basically, you can talk about stress as being in the well-being, risk or danger zone.

THE WELL-BEING ZONE

Even when we are thriving and feel well, it is natural to experience brief periods of stress. As long as the stress is temporary, it is an appropriate reaction that helps us to overcome strain.

THE RISK ZONE

Long periods of stress can trigger a number of physical and psychological symptoms (see table on the final page) that may have a negative impact on work capacity and health.

DANGER ZONE

If you do not stop being stressed and re-establish a balance, stress can have more serious consequences and constitute a genuine threat to both your health and working capacity.

Even though stress affects the individual, our surroundings play an important role. Factors in both an employee's private life and his/her working life can either aggravate or help protect against stress.

A SHARED RESPONSIBILITY

At HEALTH, we have a joint responsibility for promoting well-being and preventing stress, and for noticing and reacting to unhealthy stress as well as dealing with stress-related reduced work capacity and illness.

Roles, tasks and responsibilities when working with well-being and stress

	PREVENT	DETECT AND REACT	ADDRESS
COLLEAGUES	<p>Identify your own work-related sources of well-being and stress</p> <p>Learn about stress and your own reactions to stress and use this knowledge to prevent stress at work.</p>	<p>Take symptoms seriously and respond to them by initiating a dialogue with the manager about workload and prioritisation of tasks</p> <p>Make use of network/colleagues/occupational health and safety representative, union representative and possibly AU's anonymous psychological counselling.</p>	<p>Contact:</p> <ol style="list-style-type: none"> your doctor your manager AU's psychological counselling scheme <p>Show openness and cooperation with management/colleague/occupational health and safety/union representative about the return to work.</p>
	<p>Accept joint responsibility for the department's daily division of tasks and well-being</p> <p>Be aware of colleagues' well-being and signs of stress</p> <p>Ensure the culture is characterised by openness in relation to well-being and stress.</p>	<p>Begin a dialogue if you notice a colleague showing signs of unhealthy stress and express your concern:</p> <ol style="list-style-type: none"> contact your colleague directly (ask questions to find out whether your colleague has asked for help/support and where) contact the relevant manager or possibly others (if the colleague has not contacted the manager) 	<p>Talk about:</p> <ul style="list-style-type: none"> how you can support the colleague suffering from stress (coordinate contact/flowers etc.) How you can help to ensure shared responsibility for taking care of the work tasks of the colleague on sick leave <p>If in doubt: Contact your manager.</p>
MANAGER	<p>Focus on the prioritisation and coordination of the tasks and their allocation</p> <p>Ensure the culture is characterised by openness in relation to well-being and stress</p> <p>Make sure you have the required knowledge and competences in relation to stress</p> <p>Be aware of signs of stress and signal that they are welcome to come and talk about it</p> <p>Make sure that the department's procedures for working with well-being and stress prevention are clear and brought into focus on an ongoing basis</p> <p>Systematically enquire about well-being and stress, for example at the annual SDD.</p>	<p>Start a dialogue with the employee when concerned</p> <p>Prepare a plan for how to reduce workload and pressure and how to prioritise tasks</p> <p>Inform (if it is considered relevant) them about the possibility of psychological counselling</p> <p>Look into whether the source of stress might also lead to stress for other people at the department.</p>	<p>Encourage the employee to contact:</p> <ol style="list-style-type: none"> own doctor AU's psychological counselling scheme <p>Agree on a follow-up and follow AU's procedure for handling absence due to illness</p> <p>Focus on communication and prioritisation of tasks in the department while taking the other employees into account</p> <p>Prepare a plan for the employee's return to work that ensures there is a gradual return to work and that the scope and complexity of work tasks are managed.</p>