



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

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**All Queries:**  
Regional HR Offices  
Dublin North East/DublinMid-Leinster/South/West

**HSE HR Circular 002/2013**

**22<sup>nd</sup> January 2013**

**To: Each Member of Management Team HSE  
Each Regional Director of Operations  
Each Assistant National Director, HSE  
Each Employee Relations Manager, HR, HSE  
Each Occupational Health Physician  
Each Employee Assistance Manager**

**cc: Each HR Manager Voluntary Agency/ Hospital**

**Re: Policy for Prevention and Management of Stress in the Workplace**

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Dear Colleagues

The HSE believes that our employees are our most important asset in the delivery of high quality health and social services. The Safety, Health and Welfare At Work Act (2005) states that we have a duty of care and must do what is reasonably practicable to provide a safe working environment for all our employees. We recognise that workplace stress is a health and safety issue and it is important to identify and reduce workplace stress.

I am pleased to attach the HSE Policy for Prevention and Management of Stress in the Workplace. This policy sets out a framework for us to achieve our aims and is consistent with the guidance provided by the Health and Safety Authority (HSA). Its purpose is to give guidance to the HSE, our managers and employees on how to prevent, identify and manage stress in the workplace with a focus on risk assessment and hazard identification.

In response to the growing concern surrounding this issue, the Health and Safety Authority (HSA) is actively encouraging organisations to adopt a risk management approach to work-related stress, as encapsulated by its 'Work Positive' project. As part of that initiative, the new Work Positive

Profile survey instrument was developed in 2011 to provide Irish organisations with an effective stress audit tool. This approach to risk assessment can be used with an individual employee or with groups of employees and can help to assess risk at service or unit level with groups of staff. Further information and detailed guidance on how to use the Work Positive Tool can be found on the HSA website [www.hsa.ie](http://www.hsa.ie) Further resources can be found at <http://www.managingwellbeing.com>

Our Corporate Safety Statement identifies “competent persons” under the Safety Health and Welfare At Work Act, 2005 these are people with the appropriate training, experience and knowledge to support managers and employees in carrying out their duties and include: HR, Health and Safety, Occupational Health and Employee Assistance and Counselling Services. Their role is to provide relevant and timely advice, guidance and support to managers and employees on how to comply with their legislative duties and where appropriate they can provide counselling to employees. You are encouraged to link in with the appropriate expertise in your area.

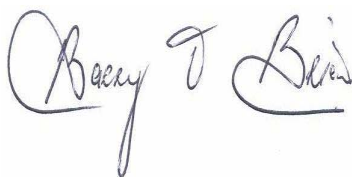
The policy, which has been agreed with the health services trade unions through the National Joint Council, should be read in conjunction with the HSE Corporate Safety Statement. Line Managers must ensure that they are aware of the range of employee support services available and how to refer employees to them and ensure that all employees are aware of the Policy and have access to a copy.

The policy is available on the intranet at.

[http://www.hse.ie/eng/staff/Resources/hrppg/Policy\\_for\\_Preventing\\_Managing\\_Stress\\_in\\_the\\_Workplace .pdf](http://www.hse.ie/eng/staff/Resources/hrppg/Policy_for_Preventing_Managing_Stress_in_the_Workplace.pdf)

Queries in relation to any aspect of the policies should be directed to your Regional HR Department.

Yours sincerely



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**Barry O'Brien**  
**National Director of Human Resources**