

## CHECKLIST FOR USING THE HSE MANAGEMENT STANDARDS APPROACH

The following checklist suggests the steps you will need to complete, and the order in which you will need to complete them, if you are using The Management Standards approach.

- Step 1: Distribute the HSE Management Standards Indicator Tool** (survey questionnaire) to your employees and include instruction about how to complete the questionnaire.
- Step 2: Collate your data:** Enter the data from the completed returned questionnaires into HSE's Management Standards Analysis Tool.
- Step 3: HSE Management Standards Analysis Tool output:** this will tell you how your organisation is performing for each of the standards (e.g. Demands, Control, Support etc.). If you have carried out previous surveys you can enter that data to provide details of the changes in scores and see how the views of your staff have changed.
- Step 4: Take further action:** Some organisations choose to inform staff, employee representatives and other stakeholders of the results from the Indicator Tool. At this point make arrangements for discussing the findings with staff, for example, by running focus groups. Take the opportunity to compare the results with other available data e.g. sickness absence records, staff turnover figures, accident reports etc.
- Step 5: Consult with your staff:** HSENI recommends that you hold some focus groups/staff forums to confirm the results of the Indicator Tool and explore further any topics that were highlighted as needing further action.
- Step 6: Summarise the discussions from Step 5:** highlighting those issues that were of concern to the majority and the actions identified to help reduce them. Issues of concern to small groups and individuals should also be noted and addressed separately (refer to the HSENI Mental Wellbeing section of the website for guidance).
- Step 7: Feedback:** inform staff of the main outcomes of the staff consultation, detailing action plans you have drawn up to improve mental wellbeing in your workplace.
- Step 8: Review:** Conduct the process again after a suitable period of time to assess whether there have been changes / improvements. If changes are made to a localised group you can monitor the sickness absence records and other data from that area to see whether the steps taken are working.