

BHBI SCHOOL	Procedure
EMPLOYEE ASSISTANCE	NAG 3

RATIONALE

To comply with the legal requirements of the Health & Safety in Employment Act (1992) and its amendments.

OBJECTIVE

- To promote awareness of workplace stress as a potential health hazard.
- To reduce, as far as possible, unreasonable workplace stress on employees.

GUIDELINES

1. The school will promote an awareness of the issue of workplace stress. Senior staff will be mindful and proactive to recognise potential workplace stress situations and deal with them within the resources of the school. Staff will need to be educated and trained in strategies to reduce unhealthy stress levels.
2. The school will follow relevant collective agreements that aim to identify, reduce and manage unhealthy stress. The school will have a clear process for considering and responding to complaints and concerns from employees and for identifying and minimizing hazardous levels of workplace stress.
3. The staff will be made aware through the leadership team of the need to take responsibility for their own stress levels including regular holidays, effective time management, effective and efficient planning and classroom management and reporting to senior management unhealthy levels of stress.
4. The school will develop systems of recording information relevant to employees' vulnerability to workplace stress. This will be in consultation with staff.
5. The school will implement an EAP (Employee Assistance Programme) for those employees who are prone to stress or whose personal circumstances make the work environment stressful.
6. The school will ensure that an employee who needs sick leave for workplace related illness is properly supported when s/he returns to school. This may relate to his/her curricular and co-curricular responsibilities.