

# What's on the Information Resources CD?

The CD has a number of valuable information resources you can access and refer to. Please make full use of them in your day-to-day management of well-being at work:

## **Stress Management tools and techniques**

The CD will contain some tools and techniques that you can use to manage your own stress. A 'stressed out manager' will increase the stress risk to those they manage. Please check these out and learn the ones that work for you.

## **Early identification of stress and increased vulnerability**

This document provides practical advice on how to spot stress problems early and the kinds of data, particularly negative changes, to look out for.

## **The CUSP Framework**

This framework and management tool is helpful for generating good options to prevent and reduce stress at work. The document provides practical hints and tips on enabling control, reducing uncertainty, providing support, and managing pressures.

## **HSE Management Standards (2004)**

This document lists each of the Management Standards for Stress, and discussed the implications of these Standards for management practice.

## **Work Pressure Profiling Tool**

This tool enables an employee to develop their own 'work pressure profile'. The profile can then be discussed with the manager, enabling effective action planning to minimise risk to well-being.

## **Individual stress risk assessment forms**

This set of forms enables you to follow the risk management process and complete a stress risk assessment with an employee if you need to. This enables you to record what you have done to minimise risk to well-being in a structured way. If you want to use these forms please make sure that you comply with data protection regulations and your organisation's policy. Consult your HR adviser if in any doubt.

## **Individual stress risk assessment guidance notes**

These guidance notes are designed to help you complete the risk assessment forms.