**StressAssess**

[**www.stressassess.ca**](http://www.stressassess.ca)

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| **Planning and Implementation Tool** |

The following steps will guide you through the process of implementing the **StressAssess** survey tool in your workplace. Use the built-in Wizard to complete the various steps:

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| **First, ask yourself the following questions:**  **1. What is going on in the workplace?** Is it even a situation to use **StressAssess** at all? Is there a workplace champion to lead the initiative?  **2. Who will be involved?** Union? Employer? Joint? One office? More than one office? An entire sector? (Getting the broad lay of the land, is there a vision).  **3. How will the results be used?**  When and why do you want the results and what will you do with them? Do you have an event or a natural gathering of all staff that you might want to aim the end brainstorming meeting for? (We need to make sure there is a solid avenue and plan to action the results). | **Next**:  **4.** **Learn about StressAssess** by navigating the built-in wizard. Create a dummy survey to practice. Sometimes I book time with them to “tour” the site.  **5. Assemble a Steering Committee.** Invite the employer to participate (if they aren’t already). Involve the Joint Health and Safety Committee (JHSC). Involve the local union reps. Who are your champions on this issue? Can you involve those people?  **6. Develop a timeline** using the table on the following page. Start at the desired end point and work backwards, estimating dates for each step along the way. |

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| **Planning and Implementation Timeline** | |
| **Action Item** | **Completion Date** |
| **Orient steering committee** with [StressAssess](http://www.stressassess.ca/) |  |
| **\*Develop survey** and **prepare notification** that the survey is coming |  |
| **\*Launch survey** with fanfare |  |
| **\*Send 2nd reminder** including current response rate |  |
| **\* Send 3rd reminder**, including current response rate  as well as notice of pending closure |  |
| **\*Close the survey** |  |
| **Analyze results** and **prepare report** based on survey results |  |
| **Review** and **develop condensed version** for general distribution |  |
| **Present results** to JHSC/Management |  |
| **Hold staff meeting** and brainstorming in person |  |
| **Collect staff ideas** over two week confidential period |  |
| **Create Action Plan** and **Recommendations** |  |
| **Table at JHSC** as joint recommendations,  or otherwise obtain employer commitment to act and jointly track |  |

\* Using built-in Wizard

**Additional Notes:**