

World Power Products (Pty) Ltd

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Director: Mark P. Bahlig
Managing Director: Jan Görtzen

WORKPLACE STRESS POLICY

Introduction

WPP is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

This policy will apply to everyone in the company. Managers and supervisors are responsible for implementation and monitoring of staff. The company is responsible for allocating the necessary resources to deal with stress at work issues.

Definition of stress

Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union and Safety Representatives (If Nominated) on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in safe practices.
- The company will provide confidential counselling for staff affected by Stress, caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers and Supervisors

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational Health and Safety Staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.

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- Support individuals who have been off sick with stress and advise them and their management on a planned return to work date.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

This policy applies to all employees of WPP at all times.