

## Job satisfaction

Yes No N/A

- Work does not endanger employees' physical or mental health?
  - Are employees' workloads fair? (not too much and not too little)
  - Are work tasks varied and challenging?
  - Do employees have a say in how they do their work?
  - Are employees competent and do they have the right skills to do their jobs?
  - Do employees get constructive feedback and praise, as appropriate?
  - Is it possible to keep in touch with employees who work on their own?
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## Health and fitness of employees

Yes No N/A

- Do you manage sickness absence well?
  - Is work-related stress under control?
  - Have you identified the hazards that threaten employees' health and controlled the risks?
  - Do you monitor employees' workloads?
  - Have you checked that all employees are fit to do the work expected of them?
  - Is the health of all employees such that they can do their work to a high standard and without struggling?
  - Do you encourage employees to adopt healthy lifestyles (exercise, diet, not smoking and sensible drinking)?
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## Maintaining health and wellbeing

Yes No N/A

- Do you have a plan in place for maintaining and developing employees' competence?
- Can employees participate in planning activities that will help them maintain and develop their competence?
- Do you make sure that employees get regular health checks?
- Do you provide employees with health advice if they need it?
- Do you have a rehabilitation policy?
- Do you offer employees flexible working arrangements so that they can achieve a work-life balance?
- Have you considered providing employees with private health cover?
- Are there opportunities for employees to keep fit or improve their fitness (voluntary or guided exercise, exercise during breaks, financial support)?
- Do you organise events that involve some form of exercise?
- Do you provide facilities (changing rooms, showers and so on) so that employees can cycle or jog to and from work?