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## Welcome

Mental health? Poor mental health affects all of us. One in four citizens can expect to experience a mental health problem during their lifetimes. Vulnerability to psychosocial stress, burn out and other mental health problems is becoming more and more challenging as the nature of work in Europe continues to change. The workplace provides an important setting to prevent mental problems and to promote mental wellbeing.

Mental Health Promotion? Mental health promotion contains all types of strategies, aimed at having a positive impact on mental health. Mental health promotion programs can include promotion, prevention, retention and rehabilitative interventions. The mental health interventions should involve actions to reduce or eliminate occupational stressors and to create individual, social and environmental conditions which enable optimal overall psychological development.

Mental Health Promotion Check? Do the Mental Health Promotion Check and discover whether your company or organisation can improve mental health promotion at work! It will take 15 minutes of your time to assess the quality of the mental health promotion measures in your company or your organisation. Each question requires a YES or NO answer. After filling out the Mental Health Promotion Check for your company, you will receive a feedback over e-mail. This feedback contains a set of recommendations with practical advice and possible ideas to stimulate and increase mental health promotion in your organisation.

The data you enter will be treated confidentially and will only be made available for use in this campaign and related campaigns by the National Contact Office.



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## Company Details

Company or organization

Name

Position

Address

E-mail

Telephone number

Number of employees

Sector (NACE)



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## 1. Policy and culture

**1.** Is health of the employees (wellbeing at work, mental health, healthy lifestyle/behaviour, etc) part of the organisation mission statement and/or written values and principles?

YES  NO

**2.** Is health incorporated in your organisations strategies, systems and processes? (e.g. in case of purchase of new equipment, new machines, of setting up new work processes: taking health and safety aspects into consideration; etc.)

YES  NO

**3.** Has your organisation a health policy?

YES  NO

If yes:

**4.** Is this policy the subject of a written document?

YES  NO

**5.** Are employees informed about the health policy? (e.g. Intranet, information moments, etc)

YES  NO

**6.** Is Mental Health part of the general health policy?

YES  NO

**7.** Has your organisation defined specific targets on Mental Health Promotion? (for example: less cases of violence and bullying, less sickness absence, job satisfaction, positive health perception, etc)

YES  NO

**8.** Is Mental Health Promotion in your organisation approached in a comprehensive way? (not only taking action to reduce or eliminate the psychosocial risks at work but also creating a supportive environment that improves mental health of the workers in general)

YES  NO

**9.** Do the employees have the opportunity to participate in the elaboration of the Mental Health initiatives?

YES  NO

**10.** Is there an involvement and active support of management in taking up initiatives on Mental Health Promotion?

YES  NO



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## 2. Organisation and structures

**11.** Is there a specific work group for initiatives related to mental health promotion?

- YES  NO

If yes:

**12.** Are the employees represented in this work group?

- YES  NO

**13.** Is there a co-operation in place with other workplace health promotion work groups? (for example: related to nutrition, smoking, physical exercise)

- YES  NO

**14.** Is training provided on Mental Health Promotion for the members of the work group?

- YES  NO

If no:

**15.** Is mental health part of the agenda of other work groups? (for example: a team that works on wellbeing or occupational safety and health at work)

- YES  NO

**16.** Are the employees represented in this work group?

- YES  NO

**17.** Is there a coordinator for initiatives related to mental health promotion? (in SME's this might be the employer himself)

- YES  NO

If yes:

**18.** Did the coordinator receive a specific training on mental health issues?

- YES  NO

**19.** Are there sufficient financial (budget) and/or material (infrastructure, etc.) resources available for developing initiatives on mental health promotion?

- YES  NO



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### 3. Implementation

**20.** Has your organisation a specific action program on mental health promotion?

- YES     NO

If yes:

**21.** Are the workers involved in the preparation and implementation?

- YES     NO

**22.** Are the mental health initiatives defined in this action programme based on existing guidelines and/or good practices?

- YES     NO

If no:

**23.** Is mental health promotion part of the action plan/programme on workplace health promotion or occupational health and safety?

- YES     NO



### 3.1 Needs assessment

**24.** Does your organisation regularly analyse the mental health related risk factors? (as part of the general risk assessment or a specific assessment on psychosocial aspects/mental health; the assessment can also be carried out (fully or partially) by external experts)

- YES     NO

If yes, does this analysis consider... :

**25.** organisational and social factors (for example: climate, conflicting roles, long hours culture, communication, provide social support by colleagues and management, etc)

- YES     NO

**26.** job-specific factors (for example: no clear job description, hazardous working conditions, high work load, job content, work pace, etc)

- YES     NO

**27.** individual factors (for example: lifestyle/behavioural attitudes)

- YES     NO

**28.** Is there a system to detect the early signs of distress? (for example: by using the results of medical exams, a mental health questionnaire, an individual screening, etc)

- YES     NO

**29.** Does your organisation analyse data such as sickness absence figures to identify mental health problems?

- YES     NO



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## 3.2 Organisational measures: Prevention of mental health problems

**30.** Are measures taken to adapt the workload where possible? (related to deadlines, work speed, quantity of work, etc)

YES  NO

**31.** Are measures taken to increase job control of the employees where possible? (e.g. flexible working hours, flexible breaks, participation in decision making, etc)

YES  NO

**32.** Does your organisation take measures to make work more challenging and conducive to learning? (opportunities to learn, introducing new topics and challenges)

YES  NO

**33.** Are measures taken to tackle poor job content where possible? (e.g. job rotation, job enrichment, job enlargement)

YES  NO

**34.** Does your organisation take measures to reward the efforts of the employees adequately? (related to salary, career perspectives and personal appreciation)

YES  NO

**35.** Does your organisation promote a healthy lifestyle among the workers? (for example: promoting physical exercise, providing a fitness room, etc)

YES  NO

**36.** Does your organisation take initiatives to improve the work-life balance?

YES  NO

**37.** Does your organisation promote a trustful working atmosphere? (for example: managers are honest in their actions towards the employees, easy to approach, open etc)

YES  NO

**38.** Does the organisation stimulate social support between employees, and between employees and managers? (for example: providing feedback concerning the work, providing supervision for new workers, offering support during changes, etc.)

YES  NO

**39.** Does your organisation take measures to avoid violence at the workplace? (violence might occur between colleagues or between staff and third parties)

YES  NO

**40.** Does your organisation take measures to eliminate or reduce safety hazards? (for example: elimination or reduction of chemical hazards, physical hazards, physical workload hazards)

YES  NO

**41.** Do job descriptions include clear and well defined responsibilities?

YES  NO

**42.** Do the employees have access to the information which is needed to perform their job?

YES  NO

**43.** Do the employees have the opportunity to participate in work consultation? (for example: by participating in decision-making meetings, team group meetings, etc)

YES  NO



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### 3.3 Organisational measures: Dealing with mental health problems

**44.** Is there a fair recruitment practice for all applicants including people with mental health problems or disorders?

YES     NO

**45.** Does the sickness absence policy include a specific approach and measures for employees with mental health problems?

YES     NO

**46.** Has your organisation set up a system to handle mental health issues confidentially? (e.g. The presence of a person to who employees can go with problems and mental health issues in confidence, a room where they can talk privately, etc)

YES     NO

**47.** Are adjustments to the workplace for employees with mental health problems considered when necessary?

YES     NO

**48.** Are adjustments to the job for employees with mental health problems considered when necessary?

YES     NO





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### 3.4 Supporting employees with mental health problems

**49.** Is there a person in the organisation whom the employees can address about mental health issues?

YES     NO

**50.** Does the organisation provide individual counselling (internal or external) for workers with mental health problems?

YES     NO

**51.** Does your organisation provide information to staff on organisations offering assistance to people with mental health problems?

YES     NO

**52.** Does your organisation follow-up and keep in touch with employees with mental health problems?

YES     NO

**53.** Does the organisation organise return to work conversations for employees with mental health problems?

YES     NO



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### 3.5 Training, education and information

**54.** Is training provided for managers on Mental Health Promotion?

- YES     NO

If yes:

**55.** Are managers trained to know the importance of a good leadership style?

- YES     NO

**56.** Are managers trained to recognize risk factors of mental health problems?

- YES     NO

**57.** Are managers trained to identify measures to prevent mental health problems?

- YES     NO

**58.** Are managers trained to recognise early signs of distress?

- YES     NO

**59.** Are managers trained on how to respond to employees with mental health problems?

- YES     NO

**60.** Is training provided on Mental Health promotion for employees?

- YES     NO

**61.** Does your organisation provide information to all staff about the mental health promotion initiatives?

- YES     NO



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## 4. Evaluation

**62.** Are Mental Health promotion initiatives evaluated?

YES  NO

If yes:

**63.** Is this evaluation based on a regular monitoring of performance against targets set in the mental health policy?

YES  NO

**64.** Are there continuous improvements of the Mental Health promotion programs based on the results of the evaluation?

YES  NO

**65.** Are employees involved in the evaluation?

YES  NO

**Thank you for responding to the questionnaire!**

You can print this questionnaire and you can also send it to us by email by pressing one of the buttons below.