



Work overload

In the video we see Dave realise that his team is suffering from work overload. Dr Cotton urges him to show leadership and take action to address team morale and help prevent possible mental injuries.

Use this checklist to help identify potential work overload issues in your workplace, and to develop an action plan to reduce the risk of work overload occurring.

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Rate Your Workplace – Work Overload Checklist

Areas of focus	Yes	No	Comment
Signs of work overload			
Do employees appear irritated or 'jaded' with the workplace?			
Do employees appear to be disengaged/lack motivation?			
Are staff working back late more regularly?			
Are staff taking more sick leave?			
Workplace culture & environment			
Do employees have control over how work is undertaken?			
Are management styles positive, consistent and supportive?			
Is the work undertaken emotionally demanding? If so, what breaks/ debriefing is provided?			
Is the workplace culture positive and supportive?			
Are negative behaviours identified early and acted upon by Supervisors/Managers promptly?			
Is feedback from staff obtained regularly – i.e. running employee opinion surveys?			
Is feedback recorded from the staff development and appraisal process, and acted upon?			
Are worker/management forums run regularly, with information shared freely?			
When it's busy do team members offer support within the team, and between teams?			

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Management actions			
Is organisational change communicated and managed effectively?			
Are all performance management meetings documented?			
One-on-one staff meetings are held consistently and given priority?			
Is time management discussed as part of the performance review process?			
Is working well within a team a key performance indicator?			
Are reasons for absenteeism monitored?			
Does each employee have their job requirements and key performance indicators clearly documented and explained to them?			
Do you hold team activities to make people's work day more enjoyable? (I.e. competitions/rewarding key milestones.)			
Has workflow and workload considerations been reviewed if there has been recent large-scale organisational change?			

What are the priority areas we're going to work on?

Focus area & action plan	Review by
1.	
2.	
3.	

Completed by:

Date: