

TEST YOUR STRESS AND LEARN MORE ABOUT THE SIGNS OF STRESS

Within the past four weeks, how often have you ...		RARELY OR NEVER	SOMETIMES	ALWAYS OR OFTEN
(tick one box only for each question)				
TENSION	... had problems relaxing?			
	... felt irritable?			
	... felt tense?			
	... felt tired?			
SLEEP	... slept badly and restlessly?			
	... had problems falling asleep?			
	... woken up too early without being able to go back to sleep?			
	... woken several times during the night and found it hard to go back to sleep?			
MOOD	... felt unhappy?			
	... lacked self-confidence?			
	... had a bad conscience or felt guilty?			
	... felt uninterested about the tasks that you do in your daily life?			
BODY	... had a stomach ache?			
	... had a headache?			
	... had heart palpitations?			
	... had muscle tension?			
THOUGHTS	... had problems concentrating?			
	... had problems thinking clearly?			
	... had problems making decisions?			
	... had problems remembering things?			

If you have ticked five or more boxes in the red column, you should consider making an appointment with your doctor. The symptoms of long-term stress differ from person to person, and many of the above-mentioned symptoms are not necessarily caused by stress. Source: Danish Health Authority, leaflet on stress, 2007

If you feel concerned about whether you or a colleague may be suffering from stress, you are advised to speak to your manager, union representative, occupational health and safety representative or a colleague (see page 3). Even if you have only ticked a few boxes in the red column, or if you have a lot in the yellow column, you still need to react and try to find out how to make relevant adjustments that will ensure your well-being on a daily basis. Use your network or contact AU's Anonymous psychological counselling.

MORE INFORMATION

**CONSULTATION ON REFERRAL
AND ANONYMOUS COUNSELLING**
staff.au.dk/psych-counselin

READ MORE ABOUT STRESS AT
AU HR
Danish Health Authority
Danish Knowledge Centre for the Working Environment
Danish Working Environment Authority
The library

PREVENTING AND MANAGING STRESS

AARHUS UNIVERSITY

Wants to be a good and healthy workplace for all employees

Sees stress as a shared challenge and a joint responsibility

Wants to ensure that everyone actively takes responsibility for promoting well-being and preventing stress in their daily lives

WHAT IS STRESS?

Stress is a physical and psychological reaction to overload. Stress is not always unhealthy. Basically, you can talk about stress as being in the **well-being**, the **risk** and the **danger** zone.



WELL-BEING ZONE

Even when we are thriving and feeling well, it is natural to experience brief periods of stress. As long as the stress is temporary, it is an appropriate reaction that helps us to overcome strain.



RISK ZONE

Long periods of stress can trigger a number of physical and psychological symptoms that may have a negative impact on work capacity and health.



DANGER ZONE

If your stress is not reduced and a balance re-established, stress can have more serious consequences and constitute a genuine threat to both your health and your working capacity.

Even though stress affects the individual, his or her surroundings play an important role. There are factors both in an employee's private life and his or her working life that can either aggravate or help protect against stress.

A JOINT RESPONSIBILITY

At AU, we are all responsible for **preventing**, **detecting** and **managing** with unhealthy stress.

Tasks and responsibilities when it comes to ...			
	... promoting well-being and preventing stress in daily life	... detecting and reacting to unhealthy stress in daily life	... handling reduced working capacity and illness due to long-term stress
EMPLOYEES	<ul style="list-style-type: none"> learn about stress and own reactions to stress, and use this knowledge to prevent stress in daily life contribute to creating a culture characterised by a sense of shared responsibility for tasks and well-being 	<ul style="list-style-type: none"> take symptoms seriously and respond to them by initiating a dialogue with the manager about workload and prioritisation of tasks use personal network, colleagues/occupational health and safety representative/union representative and possibly AU's offer of psychological counselling. 	<ul style="list-style-type: none"> seek relevant help and support by contacting: <ol style="list-style-type: none"> your doctor your manager possibly AU's psychological counselling service be open and collaborate with the manager during the process and when returning to work after sick leave
COLLEAGUES	<ul style="list-style-type: none"> are aware of colleagues' well-being and signs of stress contribute to creating a culture characterised by a sense of shared responsibility for tasks and well-being 	<ul style="list-style-type: none"> initiate a dialogue if you notice a colleague showing signs of stress and express your concern: <ol style="list-style-type: none"> contact your colleague directly (ask questions to find out whether your colleague has asked for help/support and where) contact the relevant manager (if the colleague has not contacted the manager) 	<ul style="list-style-type: none"> Talk about: <ol style="list-style-type: none"> how you can support the colleague suffering from stress (e.g. coordinate contact/flowers etc.) how you can contribute to ensuring a healthy culture in which you work together to support well-being and performance of tasks during the colleague's absence.
MANAGERS	<ul style="list-style-type: none"> focus on prioritisation and workload among the employees on a daily basis make sure to have the required knowledge and skills to be able to deal with stress make sure that the department/unit's procedures for working with well-being and stress prevention are clear and brought into focus on an ongoing basis systematically ask questions about well-being and stress at the annual SDDs. 	<ul style="list-style-type: none"> enter into dialogue with the employee when concerned develop a plan for how to reduce workload and pressure and how to prioritise tasks/time inform (if it is considered relevant) about the option of psychological counselling analyse triggering factors at the workplace, also with a view to preventing stress among the other employees 	<ul style="list-style-type: none"> help initiate relevant support by encouraging the employee to contact: <ol style="list-style-type: none"> his/her doctor AU's psychological counselling scheme arrange follow-up and follow AU's procedure for handling absence due to illness focus on communication and prioritisation of tasks in the department/unit while taking the other employees into account