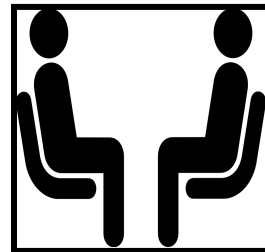
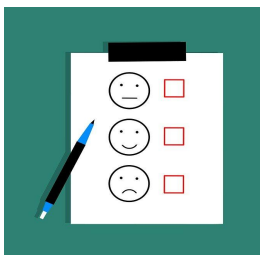




## How to administer the HEALTHY WORK SURVEY

The **Healthy Work Survey** is a tool to help communicate with workers about their experience with sources of stress in the workplace. It is anonymous and confidential, developed by an independent group of public health researchers as part of the Healthy Work Campaign. It can provide a practical starting point for taking action to reduce work stressors.



**Recruitment - participation** by as many workers as possible is very important to get an accurate snapshot of your organization/group.

# 60-80%

80% participation is ideal, but at least 60% is essential.

You will need to keep a record of the total number of workers receiving an email invitation.



### SOME TIPS:

- Inform workers about the purpose of the survey - explain how the information will help to improve sources of stress at the workplace (see email template below).
- Reassure workers that their information is **anonymous and confidential** - only group level information will be provided to the organization.
- Participation **must be voluntary** - participants can stop answering the survey at any time.
- Allow workers to complete the online survey (if possible) during work time.
- Let participants know that they can choose to receive a free personal report if they would like to provide a **non-work email**.

The information above appears at the beginning of the HWS and participants must “consent” to participate prior to beginning the survey.



## Email template - for sending HWS link to workers/employees

We are inviting you to participate in a short (20 minute) online survey at the following link (INSERT UNIQUE LINK HERE):

The purpose of the survey is to identify sources of stress (work stressors) you may be experiencing at work that might affect your health and well-being. For more information see [www.healthywork.org](http://www.healthywork.org). The survey is **anonymous and confidential** (you do not have to provide your name) and we will only receive group-level results. Participation is **voluntary**, you may stop answering the survey at any time. If you choose to provide a non-work email address at the end of the survey, you can receive a free, confidential report of your personal results.

The Healthy Work Survey (HWS) was developed by an independent group of public health academics as part of the [Healthy Work Campaign](http://www.healthywork.org). We at (name of organization) are pleased to offer the HWS so as an organization we can continue to provide/work towards a healthy work environment for all. Your participation and feedback is very important.

If you have any questions about this survey you may contact the HWC at [contact@healthywork.org](mailto:contact@healthywork.org)

Thank you!