Psychosocial round

Sometimes it can be difficult to investigate the psychosocial work environment at a workplace. To get a clearer picture of the psychosocial work environment, a psychosocial round is carried out. A psychosocial round means that different areas in the psychosocial work environment are systematically mapped in order to agree on whether anything needs to be corrected or improved.

The psychosocial round may be used in the following way:

by the school's management group, to discuss what measures need to be taken for the entire school

at the department level or group level, when using a workplace meeting (APT) to discuss any shortcomings and improvements needed in the psychosocial work environment.

After the mapping and a review, the results are documented and are forwarded in writing to the school's head of HR, who is responsible for the data being entered in the general school document "Systematic staff and work environment management" and is used as a basis for the school's psychosocial work environment plan.

Be sure to set aside sufficient time for the round.

The document below contains examples of issues that can be discussed in a psychosocial round to identify different psychosocial risk factors.

## Examples of questions for the psychosocial round

### Organisation of work

* Is our workplace organised to provide the best possible efficiency?
* Are there factors in the activities that could give rise to conflicts?
* Is the organisation clear and known at the workplace?
* Do all our employees know who their immediate manager is, to whom they should turn with problems?
* Do all managers know which personnel they are responsible for?
* Do we have a clear division of tasks in the workplace?
* Do managers have adequate powers, resources and knowledge?
* Do the managers take enough responsibility in planning activities and manning?
* Do employees have an opportunity to discuss issues relating to the activities' objectives?
* What is the workload like?
* What is the amount of flexitime used?
* Do employees receive information about organisational changes so that they have an opportunity to discuss them?
* Is there enough contact and fellowship between different groups in the workplace?

### Means of influence

* Does everyone receive satisfactory information?
* Does everyone know what is dealt with in the Liaison Group?
* Do managers have workplace meetings with their employees?
* What opportunities do employees have to influence their situation at work?
* Are there work planning conferences across groups and departments?
* Do managers have salary talks with all employees?
* Is there an opportunity for individual employees to contribute with their knowledge/responsibility/initiative?
* Do those employees who are affected know that they have the opportunity to participate in/influence recruitment?

### Development

* Are appraisal talks held for all employees?
* Are these talks followed up by managers?
* Is training offered when new technologies are introduced?
* Do all employees have the opportunity of development?
* Are employees given an opportunity to learn new tasks at the workplace?
* Do managers go on training courses in their supervisory role?
* Is information spread about KTH courses?
* Is there any plan for professional development in the unit?
* Is there a budget for education/training?
* Do supervision and supervisory talks work satisfactorily?
* Do supervisors need more education/training, and if so, what?

### Fellowship

* Do all new employees receive a good introduction?
* What is the atmosphere like at the workplace?
* What is the contact like between managers and employees?
* How do managers deal with crises and conflicts?
* Do teaching staff have a forum in which to discuss problems in teaching?
* Are there any procedures for dealing with victimisation?
* Are there any psychosomatic problems among the staff?
* Is there a high level of staff turnover?
* What is the rate of sick leave?
* How do we manage rehabilitation work? Is contact kept with employees on sick leave? Is there any adaptation of duties at work? Are there rehabilitation investigations? Are funds earmarked in the budget for rehabilitation?
* How are problems with substance abuse handled?
* Are any social events arranged?
* Are there specific resources budgeted for social events?
* Are issues about job satisfaction and cooperation taken up at workplace meetings and planning talks?