

○ **Hiroshima University Guidelines for Implementation of the Stress Check System**

March 31, 2016

Approved by the President

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employee by other employees at the workplace (hereinafter referred to as “peer support”);

- (b) The results indicating the individual degree of stress of the employee and whether he/she should be categorized as a highly stressed person; and
- (c) Whether it is necessary to arrange an interview and guidance.
- (v) “Highly stressed person” means an employee identified by stress checkers as in need of an interview and guidance as a result of a stress check.
- (vi) “Self-care” means that an employee understands his/her own stress and mental health, and avoids, reduces or deals with his/her stress.
- (vii) “Manager” means the person managing the organization to which an employee identified as a highly stressed person belongs, and managing the working hours of such employee.
- (viii) “Person in charge of the stress check system” means the person managing the formulation of an implementation plan associated with the stress check system and the actual implementation thereof.
- (ix) “Personnel engaging in implementation work” mean the personnel to engage in the notification of implementation of stress checks, the coordination and communication of the schedule of interviews and guidance, and other administrative work under the instructions of stress checkers defined in Article 5 or persons responsible for interviewing and guidance defined in Article 6.

(Person in Charge of the Stress Check System)

Article 4 The Chairperson of the Hiroshima University Safety and Health Management Committee shall act as the person in charge of the stress check system.

(Stress Checkers)

Article 5 (1) The persons to implement a stress check (hereinafter referred to as a “stress checker”) shall be those prescribed in the following items:

- (i) A physician of the Health Service Center;
 - (ii) A public health nurse of the Health Service Center;
 - (iii) A nurse of the Health Service Center (limited to a nurse falling under Article 52-10 (1) (iii) of the Occupational Safety and Health Regulations); and
 - (iv) An industrial physician of each workplace.
- (2) Among the stress checkers, the person prescribed in item (i) of the preceding paragraph shall serve as the representative checker, and the persons prescribed in items (ii) to (iv) of the same paragraph shall serve as joint checkers.

(Persons Responsible for Interviewing and Guidance)

Article 6 A person to implement an interview and guidance (hereinafter referred to as a “person responsible for interviewing and guidance”) shall be one of the persons prescribed in the following items:

- (i) A physician of the Health Service Center;

- (ii) An industrial physician of each workplace; or
- (iii) Any other physician designated by the University.

(Personnel Engaging in Implementation Work)

Article 7 The University shall select personnel engaging in implementation work from among its employees.

(Implementation Timing of Stress Check)

Article 8 A stress check shall be implemented once during a year with a certain period of time set for it.

(Employees Subject to Stress Check)

Article 9 (1) Employees who are subject to stress checks (hereinafter referred to as a “subject employee”) shall be those who are employed by the University and whose prescribed weekly working hours are 29 hours or more.

- (2) Notwithstanding the provisions of the preceding paragraph, in principle, employees who are on administrative leave, a certain type of leave, or sick/injury leave from work during the whole period set pursuant to the provision of Article 8 as the implementation period of a stress check (hereinafter referred to as the “implementation period”) are not subject to the stress check.

(Undergoing Stress Check)

Article 10 (1) Subject employees shall strive to undergo stress checks except in special circumstances.

- (2) The University shall recommend subject employees, through personnel engaging in implementation work and by such means as the use of an electronic bulletin board, to undergo a stress check during each implementation period.

(Stress Check Questionnaire and Implementation Method)

Article 11 (1) The questionnaire used for stress checks shall be the simple questionnaire for occupational stress set forth in the Guidelines for Implementation of Checks, Interviews and Guidance to Understand the Degree of Mental Burden and for Measures that Business Operators Should Take on the Basis of Results of Interviews and Guidance (Notification No. 1 of Guidelines for Checks, etc. to Understand the Degree of Mental Burden, dated April 15, 2015).

- (2) The implementation of stress checks shall utilize ICT, unless ICT is not available for use due to unavoidable circumstances, in which case stress checks may be implemented by using paper media.

(Method of Evaluating the Degree of Stress and Method of Identifying a Highly Stressed Person)

Article 12 (1) The evaluation of the degree of stress in a stress check shall be performed by grading it.

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- (2) In principle, stress checkers shall refer to the standards specified in the stress check system implementation manual set forth by the Ministry of Health, Labour and Welfare on the basis of the Industrial Safety and Health Act and, on the basis thereof and among persons whose stress check results fall under any of the following items, identify those who are regarded as in need of receiving interviews and guidance as highly stressed persons:
- (i) Person whose total evaluation score concerning items on physical/mental stress responses is high; or
 - (ii) Person whose total evaluation score concerning items on physical/mental stress responses is above a certain level and also whose total evaluation score concerning items on work-related stressors and items on peer support is remarkably high.

(Notification of Stress Check Results)

- Article 13 (1) Stress checkers shall notify those who have undergone a stress check of the results of their stress check. In so doing, a stress checker shall personally enclose the result notification in an envelope and directly provide it to each stress check taker himself/herself.
- (2) In addition to the notification set forth in the preceding paragraph, stress checkers may notify stress check takers of the following matters:
- (i) General advice on self-care;
 - (ii) The contact point for highly stressed persons to request an interview and guidance, and the method of requesting it; and
 - (iii) Information on the contact point with which stress check takers may consult on their stress check results (hereinafter referred to as the “self-care consultation contact point”).
- (3) Stress checkers may not notify the University of the stress check results of any stress check taker without obtaining the consent of such stress check taker.

(Self-Care)

- Article 14 Persons who have received their stress check results shall make efforts to utilize the self-care consultation contact point as necessary and properly perform self-care according to their respective stress check results and general advice on self-care.

(Request for Interview and Guidance)

- Article 15 (1) Among highly stressed persons, those who wish to receive interviews and guidance shall make a written request to that effect within one month of the day of receipt of their respective stress check results.
- (2) In the case referred to in the preceding paragraph, the University shall seek the consent of highly stressed persons who have requested interviews and guidance (hereinafter referred to as a “requester”) to the provision of their stress check results and interview and guidance results to the University.

(Implementation Method of Interview and Guidance)

- Article 16 (1) Personnel engaging in implementation work shall coordinate with each requester and determine the date and venue of his/her interview and guidance under the instructions of

the person responsible for interviewing and guidance, and inform the requester and the manager of his/her working hours of the date and venue in writing; provided, however, that if the consent of the requester under Article 15 (2) cannot be obtained, only the requester shall be informed of the date and venue.

- (2) The date of an interview and guidance shall be set to be within approximately one month of the day on which a written request is made, unless there are reasonable grounds for any other case.
- (3) The informed manager of a requester's working hours shall make efforts to make it possible for the requester to receive the relevant interview and guidance on the specified date at the specified time.
- (4) When making contact with a requester in relation to an interview and guidance, personnel engaging in implementation work shall exercise caution to prevent any third party from finding out that the requester is a recipient of such interview and guidance.

(Implementation of Interview and Guidance)

Article 17 (1) The person responsible for interviewing and guidance shall confirm the following matters in providing an interview and guidance:

- (i) The work situation of the requester;
 - (ii) The stress situation of the requester; and
 - (iii) Other than those listed in the preceding items, the mental and physical conditions of the requester.
- (2) In the case of providing an interview and guidance to a requester who has not given the consent under Article 15 (2), the relevant person responsible for interviewing and guidance shall seek related consent of the requester. If such consent is not given by the requester, the provisions of Article 18, and Article 20 to Article 21, shall not be applied to the requester or the relevant interview and guidance.

(Time, etc. Required for Interview and Guidance)

- Article 18 (1) In principle, interviews and guidance shall be implemented during prescribed working hours (for employees to whom the discretionary labor system for professional work applies, within their deemed daily working hours).
- (2) The time spent for interviews and guidance may be deemed as worked time (for employees to whom the discretionary labor system for professional work applies, time within their deemed daily working hours).

(Hearing of Opinion on the Basis of Results of Interview and Guidance)

Article 19 In order to ensure the health of requesters, managers shall hear opinions based on the results of interviews and guidance from persons responsible for interviewing and guidance.

(Provision of Opinions, etc. of Person Responsible for Interviewing and Guidance)

Article 20 Each person responsible for interviewing and guidance shall provide the stress check results of a requester, the results of his/her interview and guidance, and the opinions of the

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person responsible for interviewing and guidance on the basis of such interview and guidance results (hereinafter referred to as “opinions, etc. of the(a) person responsible for interviewing and guidance”) to the relevant manager within approximately one month of the day on which the interview and guidance concerned ended; provided, however, that in the case where the person responsible for interviewing and guidance finds it inappropriate to provide such results and opinions to the relevant manager, he/she shall provide them to a person whom he/she regards as appropriate (hereinafter referred to as a “person on behalf of the manager”).

(Measures Based on Opinion, etc. of Person Responsible for Interviewing and Guidance)

Article 21 (1) When a manager or a person on behalf of the manager (hereinafter referred to as a “manager, etc.”) finds it necessary upon taking account of the opinions, etc. of the person responsible for interviewing and guidance, the manager, etc. shall limit the relevant requester’s overtime work, shorten his/her working hours, reassign him/her to other duties, or implement other appropriate measures in light of his/her actual conditions.

- (2) In the case referred to in the preceding paragraph, the manager, etc. shall strive to obtain the consent of the requester concerned by hearing his/her opinion in advance and sufficiently discussing the matter with him/her.

(Handling of Opinion, etc. of Person Responsible for Interviewing and Guidance)

Article 22 (1) When opinions, etc. of a person responsible for interviewing and guidance are provided to a manager, etc., such person responsible for interviewing and guidance shall limit such opinions, etc. to the information necessary for ensuring the health of the requester concerned. In such case, the specific diagnosis, examination data, and other detailed medical information must not be provided to such manager, etc.

- (2) Each manager, etc. shall not use the provided opinions, etc. of a person responsible for interviewing and guidance for any purpose other than the ensuring of the health of the requester concerned.
- (3) In exercising care to ensure the health of a requester or implementing measures pursuant to Article 21, the relevant manager, etc. may share information, such as the opinions, etc. of the person responsible for interviewing and guidance, with related parties, where necessary; provided, however, that related parties to share such information shall not do so beyond the extent necessary for exercising care to ensure the health of the requester concerned or for implementation of relevant measures.

(Aggregation and Analysis of Stress Check Results by Group)

Article 23 (1) Stress checkers may aggregate and analyze stress check results according to group (hereinafter referred to as “aggregation/analysis”) for the purpose of improving the work environment in light of the objectives of the stress check system.

- (2) Stress checkers may provide the University with aggregation/analysis results (limited to those from which the stress check results of individuals cannot be identified).

(Retention of Stress Check Results)

Article 24 Stress checkers shall retain stress check results for a period of five years.

(Retention of Opinion, etc. of Person Responsible for Interviewing and Guidance)

Article 25 (1) After a manager, etc. has exercised care to ensure the health of a requester or implemented measures, the University shall collect the opinions, etc. of the relevant person responsible for interviewing and guidance from the manager, etc., and retain such opinions, etc. for a period of five years.

(2) The University shall manage the opinions, etc. of persons responsible for interviewing and guidance in a manner that prevents such opinions, etc. from being viewed by any third party.

(Duty of Confidentiality)

Article 26 (1) Any person engaged in operations associated with stress checks or interviews and guidance shall not divulge any secret or personal information that he/she has come to know in the course of his/her duties.

(2) The University shall appropriately handle personal information from the aspect of protecting personal information, including health-related information.

(Prevention of Disadvantageous Treatment)

Article 27

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(Contact Point for Consultation)

Article 28 Should an employee seek consultation concerning the stress check system of the University, he/she is to report to the Personnel Group of the Department of Personnel Affairs, the Financial and General Affairs Office.

(Miscellaneous Provisions)

Article 29 When reference to these Guidelines is difficult due to special circumstances, or when the President deems it significantly inappropriate to refer to these Guidelines, exceptional handling may be accepted.

Supplementary Provisions

These Guidelines shall come into force on April 1, 2016.

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