

Report to the employer on exposure to work-related strain

The report is based on section 25 of the Occupational Safety and Health Act.

You can find the instructions for filling in the report on the next page.

1 Report submitted by the employee (the employee fills in)

I feel that I am suffering from work-related strain in a way that endangers my health. I am bringing the matter to the attention of the employer. I request that the employer takes action to ease my workload.

The following workload factors cause harmful strain in my work:

The workload interferes with my work performance in the following ways:

My own view on how to ease my workload:

Date

Signature (employee)

2 Receipt of the report (the employer fills in)

As the employer's representative, I have received this report for information.

Date

Signature (employer's representative)

3 Determining whether the employee is suffering from work-related strain and investigating the workload factors (the employer fills in)

If it is determined that the employee is suffering from work-related strain in a way that endangers their health, the employer must investigate the factors causing the strain.

The investigation has found that the employee is suffering from work-related strain in a way that endangers their health. Factors causing the strain:

An expert is needed to determine the exposure of the employee to work-related strain and/or the causes of it. The occupational health care is asked to provide a report on the employee's workload.

The investigation has found that the employee is not suffering from work-related strain in a way that endangers their health or that the strain is not work-related. Grounds:

4 Action taken by the employer to ease the employee's workload (the employer fills in)

If the work involves workload factors endangering the employee's health, the employer must use all means available to ease the workload.

Measures to ease the workload and their timetable:

Follow-up meeting set for (date):

5 Notification of the decision and receipt of the information (the employer and the employee fill in)

Date

Signature (employer's representative)

Signature (employee)

Instructions for filling in the form

1 Report submitted by the employee (the employee fills in)

If you feel that you are suffering from work-related strain in a way that endangers your health, you must bring the matter to the attention of the employer.

- Your workplace may have an early-intervention policy or other procedures to deal with work-related strain. These policies must be followed.

If your workplace does not have any operating models for such situations, you can use this form to notify your supervisor of harmful workload. Describe in section 1 of the form

- the factors that cause harmful strain in your work
- the way in which the strain affects your work performance
- your own view on how to ease the workload.

Ask your supervisor to intervene in the matter. Also explain that you want to know what action your supervisor will take. If you do not want to bring the matter to the attention of your supervisor, you can turn to the occupational safety and health representative or your shop steward.

2 Receipt of the report (the employer fills in)

In section 2, the employer states that it has received the report.

- The employer has an obligation to investigate the matter after it has received the report.

3 Determining whether the employee is suffering from work-related strain and investigating the workload factors (the employer fills in)

In section 3, the employer lists the factors that, on the basis of the investigation, expose the employee to work-related strain.

- If the employee suffers from work-related strain in a way that endangers their health, the employer must identify the factors causing the strain.
- If expert assistance is needed to determine the work-related strain or to investigate its causes, the employer should first turn to the occupational health care for help.
- If the conclusion is that the employee is not suffering from work-related strain in a way that endangers their health or that the strain is not work-related, the employer must record the conclusions.

4 Action taken by the employer to ease the employee's workload (the employer fills in)

In section 4, the employer lists the agreed measures and their timetable.

- If the work involves workload factors that endanger the employee's health, the employer must eliminate or reduce them by all means available. The employer can also provide the employee with advice on how to manage workload factors.
- The employer decides what measures are needed and when.
- The employer must monitor whether the measures are sufficient. By monitoring the implementation of the measures, the employer is able to determine whether the employee's workload has been eased and whether further action is needed. The date of the follow-up meeting is entered on the form.

5 Notification of the decision and receipt of the information (the employer and the employee fill in)

In section 5, the employer confirms that it has notified the employee of its decision and the employee confirms that they have been notified of the decision.

- The employer has an obligation to inform the employee of the action taken as a result of the report.

Section 25 of the Occupational Safety and Health Act:

If it is noticed that employees, while at work, are exposed to strain in ways that endanger their health, employers, after becoming aware of the matter, shall, by available means, take measures to analyse the workload factors and to avoid or reduce the hazard.

The suspected work-related strain must first be discussed by the employee and their supervisor.

- If the workplace has an early-intervention policy or other procedures to deal with work-related strain, these policies must be followed.

It is sometimes difficult to determine whether the strain is caused by work-related or other factors. It can also be difficult to pinpoint the work-related factors that are causing harmful strain.

- If expert assistance is needed to determine the work-related strain or to investigate its causes, the employer should first turn to the occupational health care for help.

The employee may also request a report on their workload from the occupational health care if there are justified reasons for doing so. A justified reason exists if the employee's work ability has weakened due to physical and/or psychological symptoms and the employee feels that the symptoms are work-related.

- The occupational health care determines whether a report is needed and, if necessary, presents proposals on how the employee's workload can be eased.

If it is concluded that the employee is exposed to work-related strain in a way that endangers their health, the employer must

1. find out the causes of the strain
2. if necessary, turn to the occupational health care for expert assistance to determine the causes
3. take any steps available to ease the employee's workload.

Read more:

Website of the OSH Administration in Finland Tyosuojelu.fi: [Psychosocial workload](https://tyosuojelu.fi/en/working-conditions/psychosocial-workload) (tyosuojelu.fi/en/working-conditions/psychosocial-workload)