Towards a preventive attendance policy: the development of a preventive attendance tool

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Introduction

- Absenteeism impacts on organizations and society
- In Belgium: a total cost of 10.6 billion euros (2014)
- Absenteeism increases over time, especially long-term absenteeism
- 52 to 88% of the Belgian companies experience absenteeism as problematic
- Only 14% of the Belgian companies have an absenteeism policy
Evolution of absenteism according to the duration (2001-2015)
Introduction

Absenteism impacts on organizations and society

- In Belgium: a **total cost of 10.6 billion euros** (2014)
- Absenteeism **increases over time, especially long-term absenteeism**
- **52 to 88%** of the Belgian companies **experience absenteeism as problematic**
- Only **14%** of the Belgian companies have an absenteeism **policy**

**Aim:**
Develop a tool to support companies in developing a preventive attendance policy attuned to the companies’ needs and characteristics
Methods

Three-step procedure

STEP 1 - Development of a practical tool based on:

(a) scientific literature and legislation
(b) existing checklists used by Mensura Occupational Health Services and Mensura Absenteeism (Certimed)

STEP 2 - Evaluation of the tool by:

(a) validation by experts from the own organization
(b) letting clients use the tool and evaluate the practical feasibility

STEP 3 - Adjusting the tool based on the evaluation of the previous steps
Preventive attendance policy

Practical feasibility

Prevention: well-being & HR
Control & monitoring
Procedures
Communication & support

Attendance policy foundation

Well-being policy

Company mission, vision, strategy, values
Results
Preventive attendance tool

Evaluation of a number of items by:

A) Scoring the current situation (0-2):

- 0: item not available in the company
- 1: item available, but not up-to-date anymore
- 2: item available and up-to-date

OR: 0: ‘no’, 1: ‘yes’
<table>
<thead>
<tr>
<th>Prevention</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a psychosocial risk analysis?</td>
<td>Available, but not up to date</td>
</tr>
<tr>
<td>Are there preventive measures set up as an answer to the psychosocial risk analysis?</td>
<td>Available and up to date</td>
</tr>
<tr>
<td>Is there an ergonomic prevention policy?</td>
<td>Available, but not up to date</td>
</tr>
<tr>
<td>Is there a safety prevention policy?</td>
<td>Available and up to date</td>
</tr>
<tr>
<td>Is there a health prevention policy?</td>
<td>Not available</td>
</tr>
</tbody>
</table>
Pillars: actual situation
Percentages

- Prevention
- Control & monitoring
- Practical feasibility
- Communication & support
- Procedures
Evaluation of a number of items by:

B) Determining the priority (0-4):

- 0: no priority
- 1: very low priority
- 2: low priority
- 3: high priority
- 4: very high priority
<table>
<thead>
<tr>
<th>Prevention</th>
<th>Actual</th>
<th>Priority</th>
<th>Owner</th>
<th>Action</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
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<td>Is there a psychosocial risk analysis?</td>
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<td></td>
</tr>
<tr>
<td>Is there a safety prevention policy?</td>
<td>Available and up to date</td>
<td>No priority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a health prevention policy?</td>
<td>Not available</td>
<td>High priority</td>
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</table>
Conclusion

- A lot of companies feel the need to have a preventive attendance policy, however often they have no point of departure.
- The developed practical tool gives companies a base to develop a preventive attendance policy.
- Continuous adjustment of the tool is necessary to meet changes in e.g. legislation.
Questions? Remarks?
Just contact …

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