

# ~The Western Manitoba School Wellness Questionnaire~



Please Fill-In Bubbles ● Erase Errors Completely. Print Neatly Inside Boxes. **THANKS!!**

**I) YOUR INFORMATION:** The questions in this section will be used solely for general analysis. No attempt will be made to identify individual respondents. *If you are concerned that you can be identified through a combination of answers to these questions, please leave 1 or 2 questions unanswered.*

1) What is your gender? <input type="radio"/> Female <input type="radio"/> Male	
2) What is your age? <input type="radio"/> 18 to 24 Years <input type="radio"/> 25 to 34 Years <input type="radio"/> 35 to 50 Years <input type="radio"/> 51 to 64 Years <input type="radio"/> 65+ Years	
3) What is your Occupation? <input type="radio"/> Teacher <input type="radio"/> Clinician <input type="radio"/> Maintenance <input type="radio"/> Other Sch. Supp. Staff <i>(Please Fill In ALL That Apply.)</i> <input type="radio"/> Principal/V-Principal <input type="radio"/> Consultant <input type="radio"/> Custodian <input type="radio"/> Supervisor/Admin. <input type="radio"/> School Secretary <input type="radio"/> T. Assist./E. Assist. <input type="radio"/> Bus Driver <input type="radio"/> Div. Office Support	
4) In what Division are you employed? <input type="radio"/> Brandon <input type="radio"/> Mountain View <input type="radio"/> Rolling River <input type="radio"/> Southwest Horizon	
5) About how many years have you been employed in your <b>current occupation</b> ? <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	6) About how many years have you been employed at your <b>current location</b> ? <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
7) <b>Where applicable</b> , indicate the grade level of your work: <i>(Please Fill In That All Apply.)</i> <input type="radio"/> Early <input type="radio"/> Middle <input type="radio"/> Senior	
8) If applicable, about how many students attend your school? <input type="radio"/> Under 100 <input type="radio"/> 101-250 <input type="radio"/> 251-500 <input type="radio"/> 501 or More	
9) Do you live in the community in which you work? <input type="radio"/> Yes <input type="radio"/> No	

## II) EVALUATING YOUR WORKING CONDITIONS & ENVIRONMENT:

10) Below are a number of adjectives that may or may not describe your feeling about working at your worksite. **Please fill in all of the bubbles that correspond to your overall feelings about working there.**

- |                                   |                                    |  |   |                                  |                                     |
|-----------------------------------|------------------------------------|--|---|----------------------------------|-------------------------------------|
| <input type="radio"/> Appreciated | <input type="radio"/> Creative     | <input type="radio"/> Frustrated       | <input type="radio"/> Over-Worked           | <input type="radio"/> Rewarded   | <input type="radio"/> Stressed-Out  |
| <input type="radio"/> Bored       | <input type="radio"/> 'Dead-Ended' | <input type="radio"/> Growing/Learning | <input type="radio"/> Positively Challenged | <input type="radio"/> Stagnating | <input type="radio"/> Supported     |
| <input type="radio"/> Burned-Out  | <input type="radio"/> Empowered    | <input type="radio"/> In Control       | <input type="radio"/> Productive            | <input type="radio"/> Stifled    | <input type="radio"/> Unappreciated |
| <input type="radio"/> Confused    | <input type="radio"/> Excited      | <input type="radio"/> Isolated         | <input type="radio"/> Respected             | <input type="radio"/> Stimulated | <input type="radio"/> Unproductive  |

11) To what degree do you agree with the following statements?	Very Much	Some-what	Not Very Much	Not At All
I relate well with my co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I relate well with my immediate Supervisor/Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I feel welcome in the community(ies) in which I work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**NOTE: Answers to Question 12.1 will allow us to rank the Most Important Characteristics of a Healthy Workplace. Question 12.2, in turn, will help us to determine the extent to which Each Division Possesses These Characteristics.**

12.1) How would you rate <b>the importance</b> of each of the following workplace attributes or characteristics?	Very Important	Somewhat Important	Not Very Important	Not At All Important
<b>THE PHYSICAL ENVIRONMENT:</b>				
A clean environment, with well-maintained buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good air quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate personal workspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good noise level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A comfortable and relaxing staffroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THE SOCIAL ENVIRONMENT:</b>				
A friendly environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages creativity/Receptive to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An innovative environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A flexible environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises good communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises effective ways to solve problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises inclusive decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes effective teamwork and collaboration among staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes good rapport/interaction with students and parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes a focus on student learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides realistic and clear expectations of staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive and supportive relationship with supervisor/administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A supportive and caring Board of Trustees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports employees' professional development needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports employees who are experiencing stress and anxiety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and provides optional wellness activities (eg. exercise/activity programs, seminars, referrals for counselling, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes into account staffs' caring responsibilities outside the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



12.2) To what extent do you believe your current workplace <b>possesses the following characteristics or attributes?</b>	Very Much	Some-what	Not Very Much	Not At All	Don't Know
<b>THE PHYSICAL ENVIRONMENT:</b>					
A clean environment, with well-maintained buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good air quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate personal workspace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good noise level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A comfortable and relaxing staffroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>THE SOCIAL ENVIRONMENT:</b>					
A friendly environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages creativity/Receptive to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An innovative environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A flexible environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises good communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises effective ways to solve problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and exercises inclusive decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes effective teamwork and collaboration among staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes good rapport/interaction with students and parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes a focus on student learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides realistic and clear expectations of staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Positive and supportive relationship with supervisor/administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A supportive and caring Board of Trustees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports employees' professional development needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supports employees who are experiencing stress and anxiety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promotes and provides optional wellness activities (eg. exercise/activity programs, seminars, referrals for counselling, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes into account staffs' caring responsibilities outside the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### III) EXPLORING YOUR WORK AND LIFE WELLNESS ISSUES

13) Do you feel you are currently experiencing **negative work-related stress**?  
 Very Much    Somewhat    Not Very Much    Not At All

14) If you are experiencing **work-related stress**, does this impact on **your ability to cope outside the workplace**?  
 Very Much    Somewhat    Not Very Much    Not At All    Not Applicable

15) Do you feel you are currently experiencing **negative stress outside the workplace**?  
 Very Much    Somewhat    Not Very Much    Not At All

16) If you are experiencing **stress outside the workplace**, does this impact on **your ability to cope at work**?  
 Very Much    Somewhat    Not Very Much    Not At All    Not Applicable

17) It is generally accepted that a certain amount of stress can be a positive factor in the workplace. Please fill in the bubble on the following scale that reflects your **ideal amount of stress** for you to personally function optimally in your workplace.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

18) Now, please fill in the bubble corresponding to the amount of **workplace stress you feel you currently experience**.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

19) If you feel you experience **negative stress at work**, please indicate **ALL of the factors** that you believe cause this.

- |  |   |   |
|--|---|---|
| <input type="radio"/> Workplace politics   | <input type="radio"/> Preparing for/administering standards tests   | <input type="radio"/> The distance you travel to work             |
| <input type="radio"/> Reassignment   | <input type="radio"/> Changes in instructional methods              | <input type="radio"/> Road conditions (Safety on the road)        |
| <input type="radio"/> Too heavy a workload   | <input type="radio"/> Changes in curriculum/teaching materials      | <input type="radio"/> Condition of the staffroom                  |
| <input type="radio"/> Issues regarding job security                                    | <input type="radio"/> Lack of flexibility in decision-making        | <input type="radio"/> Parental reaction to curriculum changes     |
| <input type="radio"/> Issues with co-workers   | <input type="radio"/> Time pressure re. extracurricular involvement | <input type="radio"/> Parental harassment                         |
| <input type="radio"/> Issues with supervisor/administrator                             | <input type="radio"/> Your personal inability to say 'No'           | <input type="radio"/> The effects of stress outside the workplace |
| <input type="radio"/> Poor communication   | <input type="radio"/> Too many meetings                             | <input type="radio"/> Class size and composition                  |
| <input type="radio"/> Unclear role expectations  | <input type="radio"/> Concerns for your personal safety             | <input type="radio"/> Factors related to disruptive students      |
| <input type="radio"/> Student discipline issues  | <input type="radio"/> Inadequate/inappropriate workspace            | <input type="radio"/> Factors related to special needs students   |
| <input type="radio"/> Split classes  | <input type="radio"/> Concerns related to student safety            | <input type="radio"/> Other: _____                                |
| <input type="radio"/> Stress related to being evaluated                                | <input type="radio"/> Lack of timely training to meet job demands   |   |
| <input type="radio"/> Excessive documentation (eg. Safety Plans, administrative forms) |   |   |
| <input type="radio"/> Inadequate equipment and supplies to do your job                 |   |   |
| <input type="radio"/> Insufficient access to clinicians/psychologists for students     |   |   |



20) Below is a list of issues that affect some people. How much of an issue is each of these for you personally? *If an issue is not applicable to you (eg. you have no children) please fill in 'Not Applicable.'*

POSSIBLE ISSUES	No Issue At All	A Minor Issue	A Moderate Issue	A Serious Issue	Not Applicable
Your physical health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Someone else's health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Your weight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Missing work due to illness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Your financial concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sleeping issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Workplace stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Too much work, not enough time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Workplace harassment on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sexual harassment on the job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Conflict with your co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Conflict with your administrator/principal/supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Competing demands of home & work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Parenting issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family violence (child/spousal abuse)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aging parents/family members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationship issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Depression (your own)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Depression (someone else's)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Your use of alcohol or other drugs, or gambling practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Someone else's alcohol/drug use or gambling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

21) Over the past 12 months, about how many days of work did you miss due to...

Physical Illness   Accident/Injury   Stress   Compassionate/Parental Leave   Other Causes

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22) Over the past 12 months, about how many days did you attend work when you feel you should have stayed home, due to...

Physical Illness   Accident/Injury   Stress   Compassionate/Parental Leave   Other Causes

**IV) EXPLORING COPING STRATEGIES:**

- 23) How successful do you feel you have been in dealing with your current **workplace stress**?  
 Very Much    Somewhat    Not Very Much    Not At All    N/A (I Don't Experience Workplace Stress)
- 24) How successful do you feel you have been in dealing with **stress outside the workplace**?  
 Very Much    Somewhat    Not Very Much    Not At All    N/A (I Don't Experience Nonwork-Related Stress)

- 25) Which of the following help you to deal with your stress? (Please Fill In ALL That Apply.)
- Exercising/Playing sports
  - Staying active
  - Getting enough sleep
  - Eating well
  - Setting boundaries (saying 'No')
  - Gardening
  - Participating in other hobbies
  - Volunteering in the community
  - Spending time with friends
  - Meditation/Relaxation techniques
  - Maintaining a positive attitude
  - A complete environmental change
  - Participating in counselling
  - Watching television
  - Listening to music
  - Reading
  - On the computer/Surfing the internet
  - Going shopping
  - Treating yourself to a dinner out
  - Participating in learning opportunities
  - Using school-based programs or supports
  - Support from my Supervisor/Administrator
  - Support from my MTS representative
  - Support from my colleagues/co-workers
  - Support from my EAP Counsellor
  - Support from parents/Parent Council
  - Participating in spiritual activities
  - Participating in recreational activities
  - Participating in family activities/outings
  - Other \_\_\_\_\_



26) What are the most effective ways to **reduce workplace stress within your school division?** *(Please Fill In ALL That Apply.)*

- I don't know
- There are no solutions to workplace stress
- More timely access to counselling for employees
- Access to more frequent counselling for employees
- Providing geographically accessible services
- Staff having/using family leave
- Staff having/using compassionate leave
- Staff having/using time off to deal with stress
- Staff having access to programs/information to address health problems (eg. weight issues, dieting, physical fitness, etc.)
- Staff having access to programs/information to address personal relationship issues (eg. marital/parenting/aging parents, etc.)
- Staff having access to programs/information to address financial problems or issues
- Staff being more responsible for their own health/wellness
- Administrators taking more interest in staff health/wellness
- Providing staff with memberships to healthclubs
- Staff participating in more physical activity
- Peer support programs for employees
- Other: \_\_\_\_\_

27) What would be the most effective **organizational changes** that divisions or schools can implement to reduce stress within the workplace? *(Please Fill In ALL That Apply.)*

- More empowerment for classroom teachers
- Mentoring for new employees
- Creating effective ways to deal with parental harassment
- Creating effective ways to deal with workplace harassment
- Addressing class composition
- Addressing the diverse needs of all students
- Reducing class sizes
- Collaborating to improve workplace communication
- Collaborating to improve workplace relationships
- Providing staff with greater professional autonomy
- Increasing job security
- Reducing staff workloads
- Developing effective and consistent strategies to deal with student discipline issues
- Involving employees in workplace decisions (eg. workplace organization, timetables, resource allocation)
- Improving communication within the school
- Improving communication between the school and community
- Providing more training to work with challenging students
- Providing more timely and appropriate training
- Improving physical workspaces/environment
- Addressing concerns about your personal safety
- Addressing concerns about the safety of students
- Providing more physical space
- Providing more time for preparation
- Developing/facilitating programs to address students' needs
- Developing/facilitating programs to address parents' needs
- Other: \_\_\_\_\_

**V) YOUR FUTURE EMPLOYMENT INTENTIONS:**

28) How likely are you to still be working at your current school division...

1 Year From Today?    Very Likely    Somewhat Likely    Not Very Likely    Very Unlikely

3 Years From Today?    Very Likely    Somewhat Likely    Not Very Likely    Very Unlikely

29) If you are **likely to be working in your current school division 3 years from today**, what are some of the reasons for you to stay? *(Please fill in ALL That Apply. If you are unlikely to remain, please go to Question 30.)*

- I help students to grow and develop
- I am involved in meaningful work
- I enjoy working with students
- I enjoy my job
- I enjoy the work environment
- I am experiencing personal growth
- Because of my co-workers
- Because of my Supervisor/Administrator
- I have opportunities for advancement
- I don't want to leave this community
- Because of the salary
- Because of the benefits
- I am too close to retirement to leave
- There are few/no other places to work
- Other reason \_\_\_\_\_

30) If you are **NOT likely to be working in your current school division 3 years from today**, what factors would cause you to leave? *(Please fill in ALL That Apply.)*

- Returning to school
- Upcoming retirement
- Relocating to another city
- Family responsibilities
- My poor health
- Someone else's poor health
- Unfriendly community
- Unmanageable workloads
- Class size
- Disruptive students
- Special needs students
- Parental harassment
- School politics
- Changing occupations
- Unsafe work environment
- Problems with co-workers
- Problems with supervisor/manager
- Stress in the workplace
- Unfriendly work environment
- Reassignment
- Poor communication
- No/limited supervision
- Low salary
- Poor benefits
- Other reason \_\_\_\_\_

**THANKS FOR YOUR TIME AND INTEREST!!**

