

# AMBIENTE DE TRABALHO NA ADMINISTRAÇÃO PÚBLICA

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*SAÚDE + BEM-ESTAR + SEGURANÇA NO TRABALHO*



*MOTIVAÇÃO • PRODUTIVIDADE • SUSTENTABILIDADE*

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**CATÁLOGO** | Exposição Bibliográfica

MAIO - JULHO 2018

## NOTA PRÉVIA

«The concept of the “working environment” refers to the *combination of characteristics* defining the setting where workers operate. The concept is multidimensional and encompasses a broad range of non-pecuniary characteristics of the job, ranging from the nature of the work tasks assigned to each worker to the physical and social conditions under which these tasks are carried out, the characteristics of the firm or organisation where work takes place, the scheduling of working time, the prospects that the job provides to workers and the intrinsic rewards associated with the job. The concept denotes those *observable characteristics* of the job as they are experienced by workers.»

In: *OECD Guidelines on Measuring the Quality of the Working Environment*, 2017.

Uma liderança envolvente é um fator-chave no alcance de um ambiente de trabalho positivo. As organizações que valorizam os seus trabalhadores tendencialmente reconhecem a necessidade de proporcionar bem-estar no local de trabalho, implementando medidas de segurança e de saúde, prevenindo o *burnout*, oferecendo a possibilidade de conciliação entre a vida profissional e pessoal e combatendo qualquer tipo de assédio, fatores que contribuem para aumentar a felicidade e o bem-estar dos trabalhadores com reflexo direto na eficácia organizacional.

Nos últimos anos, o crescente debate internacional em torno das questões que contribuem para um ambiente de trabalho de qualidade e gerador de motivação nos trabalhadores tem uma inegável importância no contexto atual da AP nacional. Por essa razão, a Divisão de Biblioteca, Arquivo e Edições da DG INA selecionou um conjunto de bibliografia<sup>i</sup> que agora divulga através de uma exposição subordinada ao tema “Ambiente de Trabalho na Administração Pública”, a decorrer no edifício do Ministério das Finanças de maio a julho de 2018.

Lisboa, 21 de maio de 2018

Divisão de Biblioteca, Arquivo e Edições

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<sup>i</sup> Os documentos divulgados na exposição encontram-se disponíveis na Biblioteca INA para consulta ou empréstimo.



## Ambiente de Trabalho na Administração Pública

### **ADVISORY, CONCILIATION AND ARBITRATION SERVICE**

Bullying and harassment at work [Documento eletrónico] : a guide for managers and employers / Advisory, Conciliation and Arbitration Service. - Ficheiro eletrónico textual (173 KB). London : ACAS, 2014. - 20 p. : il.

### **ADVISORY, CONCILIATION AND ARBITRATION SERVICE**

Health, work and wellbeing [Documento eletrónico] : booklet. / Advisory, Conciliation and Arbitration Service - Ficheiro eletrónico textual (647 KB). - London : ACAS, 2012. - 36 p. : il.

### **ANXO, Dominique**

Working time patterns for sustainable work [Documento eletrónico] / Dominique Anxo... [et al.]. - Ficheiro eletrónico textual (4,33 MB). - Dublin: European Foundation for the Improvement of Living and Working Conditions; Geneva: International Labour Organization, 2017. - 86 p. - (Research Report)

### **AUSTRÁLIA. Government of South Australia**

A workplace health and wellbeing toolkit [Documento eletrónico] : step by step guide to developing a successful workplace program / Government of South Australia. - Ficheiro eletrónico textual (1,17 MB). - Adelaide : SA Health, 2014. - 52 p.- il.

### **BAKUSIC, Jelena**

Methodologies to identify work diseases [Documento eletrónico] : review of sentinel and alert approaches / Jelena Bakusic... [et al.]. - Ficheiro eletrónico textual (1,51 MB). - Luxembourg : EUR-OP, 2017. - 165 p. : il. - (European risk observatory)

### **BAXTER, Jennifer**

Review of government initiatives for reconciling work and family life [Documento eletrónico] / Jennifer Baxter and Jennifer Renda. - Ficheiro eletrónico textual (970 KB). - Southbank : Australian Institute of Family Studies, 2015. - 61 p. : il., tabelas e gráficos. - (Research Report ; 34)

### **BRYSON, Alex**

Does worker wellbeing affect workplace performance? [Documento eletrónico] / Alex Bryson, John Forth and Lucy Stokes. - Ficheiro eletrónico textual (358 KB). - Bonn : Institute for the Study of Labour (IZA), 2015. - 37 p. : il., tabelas e gráficos. - (IZA discussion paper ; 9096)

### **BUFFET, Marie-Amélie**

Wellbeing at work [Documento eletrónico] : creating a positive work environment / Marie-Amélie Buffet... [et al.]. - Ficheiro eletrónico textual (1,35 MB). - Bilbao : European Agency for Safety and Health at Work (EU-OSHA), 2013. - 127 p. : il., quadros e figuras. - (Literature Review)

### **CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT**

Growing the health and well-being agenda [Documento eletrónico] : from first steps to full potential / Chartered Institute of Personnel and Development. - Ficheiro eletrónico textual (417 KB). - London : CIPD, 2016. - 49 p.

### **CONFEDERATION OF FAMILY ORGANISATIONS IN THE EUROPEAN UNION**

European reconciliation package [Documento eletrónico] : 2014 year of reconciling work and family life in Europe / Confederation of Family Organisations in the European Union. - Ficheiro eletrónico textual (3,79 MB). - Brussels : COFACE, 2015. - 72 p.

### **DAVIES, Bill**

Working well [Documento eletrónico] : a plan to reduce long-term sickness absence - report / Bill Davies... [et al.]. - Ficheiro eletrónico textual (1,49 MB). - London : Institute for Public Policy Research (IPPR), 2017. - 74 p. : il.

### **DELOITTE**

At a tipping point ? [Documento eletrónico] : workplace mental health wellbeing / Deloitte. - Ficheiro eletrónico textual (1,39 MB). - London : The Deloitte Centre for Health Solutions, 2017. - 36 p. : il.



## Ambiente de Trabalho na Administração Pública

### **EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS**

European quality of life survey 2016 : quality of life, quality of public services, and quality of society / European Foundation for the Improvement of Living and Working Conditions. - Luxembourg : EUR-OP, 2017. - 114 p. : il.

### **EUROPEAN CONFEDERATION OF INDEPENDENT TRADE UNIONS**

Health and safety at work in the public sector in Europe [Documento eletrónico] : new challenges / European Confederation of Independent Trade Unions. - Ficheiro eletrónico textual (386 KB). - Brussels : CESI - Europe Academy, 2017. - 28 p. : il.

### **EUROPEAN INSTITUTE FOR GENDER EQUALITY**

Reconciliation of work, family and private life in the European Union [Documento eletrónico] : policy review / European Institute for Gender Equality. - Ficheiro eletrónico textual (1,25 MB). - Luxembourg : EUR-OP, 2015. - 62 p.

### **EUROPEAN INSTITUTE FOR GENDER EQUALITY**

Supporting reconciliation of work, family and private life [Documento eletrónico] : good practices / European Institute for Gender Equality. - Ficheiro eletrónico textual (669 KB). - Luxembourg : EUR-OP, 2015. - 74 p.

### **EUROPEAN PUBLIC ADMINISTRATION EMPLOYERS**

Bien-être et santé et sécurité au travail (SST) combattre les risques psychosociaux au travail [Documento eletrónico] : guide des partenaires européens pour les administrations de l'État et fédérales / European Public Administration Employers, Trade Union's National and European Delegation. - Ficheiro eletrónico textual (1,76 MB). - [S.I.] : EUPAE; TUNED, 2017. - 47 p.

### **GARROW, Valerie**

Presenteeism [Documento eletrónico] : a review of current thinking / Valerie Garrow. - Ficheiro eletrónico textual (1,34 MB). - Brighton : Institute for Employment Studies, 2016. - 89 p. : il., tabelas e gráficos. - (IES Report)

### **THE GLOBAL HAPPINESS COUNCIL**

Global happiness policy report 2018 [Documento eletrónico] / The Global Happiness Council. - Ficheiro eletrónico textual (2,8 MB). - New York : Sustainable Development Solutions Network, 2018. - 206 p. : il.

### **GREAT PLACE TO WORK**

Wellbeing and the importance of workplace culture [Documento eletrónico] / Great Place to Work. - Ficheiro eletrónico textual (1,46 MB). - London : Great Place to Work, 2016. - 12 p. : il.

### **GREEN, David**

Well-being [Documento eletrónico] : leading and managing a well workplace / David Green and Mark Wright. - Ficheiro eletrónico textual (844 KB). - Leicester : AMIE, 2014. - 68 p. : il., tabelas e gráficos. - (Outstanding Performance Series)

### **GUIDE TO PROMOTING HEALTH AND WELLBEING IN THE WORKPLACE**

Guide to promoting health and wellbeing in the workplace [Documento eletrónico]. - Ficheiro eletrónico textual (2,29 MB). - Canberra : The Australian Capital Territory (ACT), 2016. - 68 p. : il.

### **HEALTH AND SAFETY EXECUTIVE**

Tackling work-related stress using the management standarts approach [Documento eletrónico] : a step-by-step workbook / Health and Safety Executive. - Ficheiro eletrónico textual (306 KB). - London : HSE, 2017. - 53 p. : il. - (WBK ; 1)

### **HOPKINS VAN MIL CONNECTIONS**

Work, learning and wellbeing [Documento eletrónico] : a wellbeing public dialogue / Hopkins Van Mil Connections Ltd. - Ficheiro eletrónico textual (1,84 MB). - London : HVM, 2018. - 53 p. : il.

### **INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH**

Working well [Documento eletrónico] : guidance on promoting health and wellbeing at work / Institution of Occupational Safety and Health. - Ficheiro eletrónico textual (1,66 MB). - Leicester : IOSH, 2015. - 40 p.



## Ambiente de Trabalho na Administração Pública

### **INTERNATIONAL LABOUR ORGANIZATION**

Inception report for the Global Commission on the future of work [Documento eletrónico] / International Labour Organization. - Ficheiro eletrónico textual (1,25 MB). - Geneva : ILO, 2017. - 60 p.

### **INTERNATIONAL LABOUR ORGANIZATION**

Workplace stress [Documento eletrónico] : a collective challenge / International Labour Organization. - Ficheiro eletrónico textual (741 KB). - Geneve : ILO, 2016. - 63 p. : il. World day for Safety and Health at Work.

### **INVESTORS IN PEOPLE**

Health and wellbeing [Documento eletrónico] : good practice guide / Investors in People. - Ficheiro eletrónico textual (1,54 MB). - London : Investors in people, [2014]. - 30 p.

### **IRASTORZA, Xabier**

Second European survey of enterprises on new and emerging risks [Documento eletrónico] : overview report. Managing safety and health at work / Xabier Irastorza, Malgorzata Milczarek and William Cockburn. - Ficheiro eletrónico textual (1,73 MB). - Bilbao : European Agency for Safety and Health at Work (EU-OSHA), 2016. - 152 p. - (European Risk Observatory)

### **KAPLAN, Seth**

The bigger picture of employee well-being [Documento eletrónico] : its role for individuals, families and societies / Seth Kaplan, Richard P. DeShon and Lois E. Tetrick. - Ficheiro eletrónico textual (956 KB). - [S.l.] : Society for Human Resource Management, 2017. - 21 p. : il. - (SHRH-SIOP Science of HR Series)

### **MESSENGER, Jon**

Working anytime, anywhere [Documento eletrónico] : the effects on the worls of work / Jon Massenger... [et al.]. - Ficheiro eletrónico textual (1,58 MB). - Dublin: European Foundation for the Improvement of Living and Working Conditions; Geneva: International Labour Organization, 2017. - 80 p. - (Research Report)

### **NEW ECONOMICS FOUNDATION**

Well-being at work [Documento eletrónico] : a review of the literature / New Economics Foundation. - Ficheiro eletrónico textual (649 KB). - London : New Economics Foundation, [2014]. - 56 p. : il.

### **OCDE**

OECD guidelines on measuring the quality of the working environment [Documento eletrónico] / Organisation for Economic Co-Operation and Development. - Ficheiro eletrónico textual (6,3 MB). - Paris : OECD , 2017. - 218 p. : il.

### **PERISTA, Heloísa**

Os usos do tempo de homens e mulheres em Portugal [Documento eletrónico] / Heloísa Perista... [et al.]. - Ficheiro eletrónico textual (2,21 MB). - Lisboa : CESIS - Centro de Estudos para a Igualdade no Trabalho e no Emprego, 2016. - 186 p. : il.

### **PORTUGAL. Autoridade para as Condições de Trabalho**

Estratégia nacional para a segurança e saúde no trabalho 2015-2020 [Documento eletrónico] : Por um trabalho seguro, saudável e produtivo / Autoridade para as Condições de Trabalho. - Ficheiro eletrónico textual (4,96 MB). - Lisboa : ACT, 2016. - 30 p. : il.

### **PUBLIC HEALTH AGENCY**

Health and wellbeing [Documento eletrónico] : a resource guide / Public Health Agency. - Ficheiro eletrónico textual (669 KB). - Belfast : Public Health Agency. - 40 p. : il.

### **QUINTAS, Paula**

Manual de Direito da Segurança e Saúde no Trabalho / Paula Quintas. - 4ª ed. - Coimbra : Almedina, 2016. - 198 p. - (Manuais Profissionais)



## Ambiente de Trabalho na Administração Pública

### **ROYAL COLLEGE OF ART**

Workplace and wellbeing [Documento eletrónico] : what aspects of workplace design are most important to people's wellbeing ? / Royal College of Art. - Ficheiro eletrónico textual (2,61 MB). - [London] : The Helen Hamlyn Centre for Design , 2016. - 32 p. : il.

### **SALVATORI, Andrea**

The effect of computer use on job quality [Documento electrónico] : evidence from Europe / Andrea Salvatori, Seetha Menon and Wouter Zwysen. - Ficheiro electrónico textual (1,48 MB). - Paris : OECD, 2018. - 42 p. : il., quadros e figuras. - (OECD Social Employment and Migration Working Papers ; 200)

### **SMEATON, Debora**

Costs and benefits to business of adopting work life balance working practives [Documento eletrónico] : a literature review / Deborah Smeaton, Kath Ray and Genevieve Knight. - Ficheiro eletrónico textual (1,39 MB). - London : Department for Business, Innovation and Skills, 2014. - 173 p.

### **SOUTHERN CROSS HEALTH SOCIETY**

Wellness in the workplace 2017 [Documento eletrónico] : survey report / Southern Cross Health Society, BusinessNZ. - Ficheiro eletrónico textual (2,4 MB). - Wellington : BusinessNZ, 2017. - 32 p. : il.

### **UK RESOURCE CENTRE FOR WOMEN IN SCIENCE, ENGINEERING AND TECHNOLOGY**

SET workplace cultures [Documento eletrónico] : making a positive impact / UK Resource Centre for Women in Science, Engineering and Technology. - Ficheiro eletrónico textual (6,23 MB). - Bradford : UK Resource Centre for Women in SET, 2007. - 16 p. : il., tabelas e gráficos. - (Good Practice Guide ; 10)

### **UNIÃO EUROPEIA. Agência Europeia para a Segurança e a Saúde no Trabalho**

Locais de trabalho saudáveis para todas as idades [Documento eletrónico] : Prémios europeus de boas práticas locais de trabalho seguros e saudáveis 2016-2017 : promover uma vida profissional sustentável / Agência Europeia para a Segurança e a Saúde no Trabalho. - Ficheiro eletrónico textual (2,71 MB). - Luxemburgo : EUR-OP, 2017. - 44 p. : il.

### **UNIÃO EUROPEIA. Comissão Europeia**

A segurança e saúde no trabalho diz respeito a todos [Documento eletrónico] : orientações práticas para os empregadores / União Europeia. Comissão Europeia. - Ficheiro eletrónico textual (617 KB). - Luxemburgo : EUR-OP, 2016. - 27 p.

### **UNIÃO EUROPEIA. Comissão Europeia. Direção-Geral do Emprego, Assuntos Sociais e Inclusão**

Labour law and working conditions / European Commission, Directorate-General for Employment, Social Affairs and Inclusion . - Luxembourg : EUR-OP, 2014. - vol. 6, 112 p. : il. ; 21 cm. - (Social Europe Guide)

### **UNIÃO EUROPEIA. Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho**

Foundation Seminar Series 2016 [Documento eletrónico] : the impact of digitalisation on work / European Foundation for the Improvement of Living and Working Conditions; Ricardo Rodriguez Contreras. - Ficheiro eletrónico textual (1,29 MB). - Dublin : European Foundation for the Improvement of Living and Working Conditions, 2016. - 12 p. - (The Foundation Seminar Series)

### **UNIÃO EUROPEIA. Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho**

Living and working in Europe 2016 / European Foundation for the Improvement of Living and Working Conditions. - Luxembourg : EUR-OP, 2010. - 63 p. : il.

### **UNIÃO EUROPEIA. Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho**

Pay transparency in Europe [Documento eletrónico] : first experiences with gender pay reports and audits in four Member States / European Foundation for the Improvement of Living and Working Conditions. - Ficheiro eletrónico textual (3,17 MB). - Luxembourg : EUR-OP, 2018. - 26 p.



## Ambiente de Trabalho na Administração Pública

### **UNIÃO EUROPEIA. Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho**

Sixth European working conditions survey [Documento eletrónico] : overview report 2017 update / European Foundation for the Improvement of Living and Working Conditions. - Ficheiro eletrónico textual (5,74 MB). - Luxembourg : EUR-OP, 2017. - 164 p.

### **UNIÃO EUROPEIA. Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho**

Working conditions of workers of different ages [Documento eletrónico] : European working conditions survey 2015 / European Foundation for the Improvement of Living and Working Conditions. - Ficheiro eletrónico textual (2,89 MB). - Luxemburgo : EUR-OP, 2017. - 80 p.

### **VICTORIAN PUBLIC SECTOR COMMISSION**

How positive is your work environment? [Documento eletrónico] / Victorian Public Sector Commission. - Ficheiro eletrónico textual (438 KB). - Melbourne : VPSC, [2015]. - 61 p.

### **WARHURST, Chris**

Understanding and measuring job quality [Documento eletrónico] : Research report / Chris Warhurst, Sally Wright and Clare Lyonnette. - Ficheiro eletrónico textual (269 KB). - London : Chartered Institute of Personnel and Development, 2017. - 42 p.

### **WEINBERG, Ashley**

Psychology at work [Documento eletrónico] : improving wellbeing and productivity in the workplace / Ashley Weinberg and Nancy Doyle. - Ficheiro eletrónico textual (695 KB). - Leicester : The British Psychological Society, 2017. - 106 p.

### **WORRALL, Les**

The quality of working life [Documento eletrónico] : exploring managers' wellbeing, motivation and productivity / Les Worrall... [et al.]. - Ficheiro eletrónico textual (3,47 MB). - London : Chartered Management Institute, 2016. - 19 p. : il.

### **YOUNG, Viv**

Health and well-being at work [Documento eletrónico] : a survey of employers / Viv Young and Claire Bhaumik. - Ficheiro eletrónico textual (1,57 MB). - London : Department for Work and Pensions, 2011. - 117 p. : il.