

OHS Checklist for Psychosocial Hazards



We're taking action to protect workplace mental health

Psychosocial hazards or work-related factors are anything that increases the risk of work-related stress, inclusive of:

- the design or management of work
- the working environment or equipment
- social factors at work

When identifying mental health hazards, consider that they may be either one-off occurrences, a result of prolonged exposures or accumulative in nature.

Management commitment	Yes	No
Management have made a visible commitment to employees to create and maintain a mentally healthy workplace.	<input type="checkbox"/>	<input type="checkbox"/>
The workplace culture considers health and safety at least as important as production and quality.	<input type="checkbox"/>	<input type="checkbox"/>
Psychological health and safety is considered equal priority to physical health and safety.	<input type="checkbox"/>	<input type="checkbox"/>
There is a preventative strategy in place for employees' psychological health and safety.	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Total:		
Notes:		

When measuring low/med/high, consider the **likelihood of risk** to a workers' mental health in all or any part of their work.

Job demands and resources	N/A	Low	Med	High
There is an equitable workload allocation amongst workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is regularly allocated with enough time to get it done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deadlines are provided that are flexible enough to allow for unexpected or urgent tasks to be completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is adequate task rotation occurring to break up less engaging or repetitive tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are able to take sufficient breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are generally able to manage their workload without struggle or feeling overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Job control and recognition	N/A	Low	Med	High
Staff feel safe and supported asking for help with work from their supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is sufficiently frequent and timely feedback to employees from management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback from managers is generally constructive and allows for two-way communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities are provided for workers to plan and organise their own role and tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are managed to a reasonable level (for example, they perform routine tasks without supervision).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training opportunities are provided to all employees regardless of their level in the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a defined pathway for job progression.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appreciation of workers' skill and knowledge is visibly demonstrated by management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Bullying, harassment and gendered violence	N/A	Low	Med	High
There are policies in the workplace that deal with bullying and sexual harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workplace proactively communicates these policies to staff on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members undergo training to understand appropriate workplace behaviours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff understand the policies and options available to them if they experience or witness an incident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff feel safe in reporting acts of bullying or inappropriate workplace behaviour that they experience or witness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers role model appropriate workplace behaviours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers are equipped to manage reports of bullying and sexual harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are clear and fair dispute resolution procedures in place that provide for organisational justice to all levels of the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Violent and traumatic events	N/A	Low	Med	High
Employees are routinely exposed to violence or the threat of violence from clients or co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting procedures exist for violent and/or traumatic events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debriefing procedures exist for violent and/or traumatic events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systems are in place to prevent exposure to violent and/or traumatic events where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a culture in place that dismisses violent/traumatic incidents as just another part of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are adequately trained to deal with difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are required to suppress emotions as part of their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are required to engage emotionally (with customers/clients) as part of their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Organisational practices	N/A	Low	Med	High
All levels of the organisation are consulted when change is occurring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation occurs genuinely and before decisions are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unions and/or employee representatives are involved in consultation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal policies adequately meet the needs of employees considered high-risk and/or vulnerable and/or with specific needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efforts are made to employ permanent employees rather than casualisation and/or short-term contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are able to easily avoid conflict between their work and their individual values, attitudes and beliefs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Role clarity and responsibilities	N/A	Low	Med	High
Staff all have clearly defined and relevant roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Role descriptions are regularly reviewed to ensure adequate resources for job demands and appropriately reflect the role requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers are rarely asked to do work outside of their position description.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear reporting structures are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear and manageable deadlines are provided with work tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is an organisation chart to follow with responsibilities clearly outlined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff feel properly trained on systems and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training is provided for any new system and procedure that is introduced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a specific training department to induct and train new staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Workplace relationships	N/A	Low	Med	High
Staff with management responsibilities display good interpersonal skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information flows easily between levels of the organisation rather than management being 'gate keepers'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are regular opportunities to raise issues or concerns in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal conflicts are identified and managed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colleagues help one another if their work becomes overwhelming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The culture is free of blame shifting or denial of real problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

Environmental conditions	N/A	Low	Med	High
The physical work environment is free of crowds and loud noises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The physical work environment is at a comfortable temperature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The physical work environment is free of pollution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The required PPE is free from discomfort and easy to wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The shift roster is designed to manage fatigue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers and representatives are consulted on shift patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work locations are reasonably easy for emergency rescue and medical assistance to occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work allows for social connections with others to occur regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:				
Notes:				

WHS awareness	Yes	No
Do staff know who their Health & Safety representative is?	<input type="checkbox"/>	<input type="checkbox"/>
Are health & safety committee meetings held at least every three months?	<input type="checkbox"/>	<input type="checkbox"/>
Do health & safety meeting agendas include psychological as well as physical reporting?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff aware of incident reporting procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff aware of return-to-work procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff generally supported through the injury management process?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff ever pressured to return to work before full recovery?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Employee Assistance Program (EAP)?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff know how to get in contact with their EAP provider?	<input type="checkbox"/>	<input type="checkbox"/>
Are there trained Mental Health First Aid Officers?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff know who the Mental Health First Aid Officers are?	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Total:		
Notes:		

Did you know?

Employers have a responsibility to provide a safe working environment for employees – and this applies equally to both physical and psychological health. [Sign up](#) to the Mind Your Head campaign to learn more.