WHS Checklist for Managers and HSRs Psychosocial Hazards as Per Model WHS Regulations

Management Commitment	Yes	No
Management have made a visible commitment to workers to create and maintain a mentally health workplace.		
The business culture implemented, considers health and safety as important as production and quality.		
Psychological health and safety considered an equal priority to physical health and safety.		
There are preventative strategies in place for worker's psychological health and safety when they are exposed to psychosocial hazards.		
Psychosocial hazards are recognised as a hazard and are controlled by following the hierarchy of control.		
Other:		
Total:		
Notes:		

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

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

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

There are policies in the workplace that deal with bullying and sexual harassment.				
The workplace proactively communicates these policies to workers on a regular basis.				
Workers undergo training to understand appropriate workplace behaviours.				
Workers understand the policies and options available to them if they experience or witness an incident.				
Workers feel safe in reporting acts of bullying or inappropriate workplace behaviour that they experience or witness.				
Workers are made aware that they can seek the assistance of the HSR and Delegate in relation to bullying and sexual harassment behaviours.				
Managers role model appropriate workplace behaviours.				
Managers are equipped to manage reports of bullying and sexual harassment.				
There are clear and fair dispute resolution procedures involving HSRs and Delegates in place that provide for organisational justice to all levels of the workplace.				
Other:				

Violent and traumatic events	N/A	Low	Med	High
Workers are routinely exposed to violence or the threat of violence from clients or co-workers.				
Reporting procedures exist for violent and/or traumatic events.				
Reporting procedures encourage workers to utilise HSRs and Delegates.				
Debriefing procedures exist for violent and/or traumatic events.				
Systems are in place to prevent exposure to violent and/or traumatic events utilising the hierarchy of Control as reasonably practicable.				
There is a culture in place that dismisses violent/traumatic incidents as just another part of the job.				
Workers are adequately trained to deal with difficult situations.				
Workers are required to suppress emotions as part of their role.				
Workers are required to engage emotionally (with customers/clients) as part of their role.				
Other:				

Organizational Practices	N/A	Low	Med	High
All levels of the organisation are consulted when change is occurring.				
Consultation occurs genuinely and before decisions are made.				
Unions and/Delegates/ HSRs are involved in consultation.				
Internal policies adequately meet the needs of workers considered high-risk and/or vulnerable and/or with specific needs.				
Efforts are made to employ permanent workers rather than casualisation and/or short-term contracts.				
Workers are able to easily avoid conflict between their work and their individual values, attitudes and beliefs.				
Other:				

Role Clarity and responsibilities	N/A	Low	Med	High
Workers all have clearly defined and relevant roles and responsibilities.				

	N/A	Low	Med	High
Role descriptions are regularly reviewed to ensure adequate resources for job demands and appropriately reflect the role requirements.				
Workers are rarely asked to do work outside of their position description.				
Clear reporting structures are in place.				
Clear and manageable deadlines are provided with work tasks.				
There is an organisation chart to follow with responsibilities clearly outlined.				
HSRs and Union Delegates are actively involved in the safety inductions of new and existing team members.				
Workers feel properly trained on systems and procedures.				
Training is provided for any new system and procedure that is introduced.				
There is a specific training department to induct and train new workers.				
Other:				
Workplace relationships	N/A	Low	Med	High
Workers with management responsibilities display good interpersonal skills.				

	N/A	Low	Med	High
Information flows easily between levels of the organisation rather than management being 'gate keepers'.				
There are regular opportunities to raise issues or concerns in the workplace.				
Interpersonal conflicts are identified and managed in a timely manner.				
Colleagues help one another if their work becomes overwhelming and can utilise the assistance of HSRs and Union Delegates.				
The culture is free of blame shifting or denial of real problems.				
Other:				

Environmental conditions	N/A	Low	Med	High
The physical work environment is free of crowds and loud noises.				
The physical work environment is at a comfortable temperature.				
The physical work environment is free of pollution.				

The required PPE is free from discomfort and easy to wear.				
The shift roster is designed to manage fatigue.				
Workers and representatives are consulted on shift patterns.				
Work locations are reasonably easy for emergency rescue and medical assistance to occur.				
Work allows for social connections with others to occur regularly.				
Other:				

WHS Awareness	Yes	No
Do workers know who their Health & Safety representative is?		
Do workers know who their Union Delegate is?		
Are health & safety committee meetings held at least every three months?		
Do health & safety meeting agendas include psychological as well as physical reporting?		

Are workers aware of incident reporting procedures?		
Are workers aware of return-to-work procedures?		
Are workers advised of how HSRs and union delegates can assist in their Return-to-Work program?		
Are workers generally supported through the injury management process?		
Are workers ever pressured to return to work before full recovery?		
Is there an Employee Assistance Program (EAP)?		
Do workers know how to get in contact with their EAP provider?		
Are there trained Mental Health First Aid Officers?		
Do workers know who the Mental Health First Aid Officers are?		
Other:		