

Psychosocial Hazards Control Checklist

How To Use This Checklist

To identify opportunities to respond to potential psychosocial hazards, find the hazards that are relevant to your team or organisation. For each relevant hazard, tick the control or mitigation measures that have been implemented already. The remaining (un-ticked) measures present opportunities for the team or organisation to improve their existing approach to managing workplace risks and promoting employee wellbeing.

1. ORGANISATIONAL CHANGE

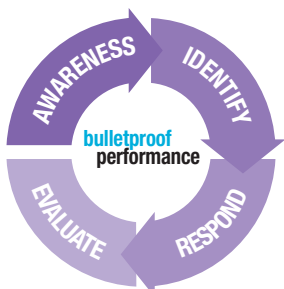
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1. Communicate clearly the drivers for change and the associated benefits
2. Involve employees in the change process
3. Provide training and resources for new processes
4. Anticipate and address resistance to change
5. Offer counselling and support for affected employees
6. Establish clear time lines and milestones
7. Monitor employee morale during transitions
8. Celebrate successes and milestones
9. Conduct feedback sessions and surveys
10. Evaluate change outcomes and adjust as needed

2. ROLE OVERLOAD

✓ [tick here](#)

1. Conduct workload assessments regularly
2. Prioritise tasks and projects effectively
3. Provide time management training
4. Delegate tasks where possible
5. Review and adjust deadlines as needed
6. Support work-life balance initiatives
7. Offer resources for stress management
8. Encourage realistic goal-setting
9. Monitor employee workloads proactively
10. Implement technological solutions to streamline tasks



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3. ROLE UNDERLOAD

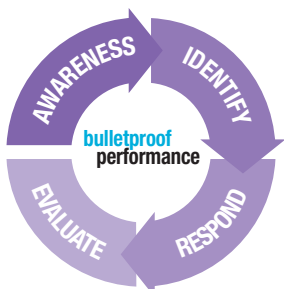
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1. Review and adjust job responsibilities
2. Provide challenging assignments
3. Encourage skill development and training
4. Foster creativity and innovation
5. Offer opportunities for job enrichment
6. Rotate tasks or projects periodically
7. Solicit employee input on process improvements
8. Provide autonomy in decision making
9. Align tasks with employee strengths and interests
10. Offer cross-functional training and development

4. JUSTICE

✓ [tick here](#)

1. Establish fair policies and procedures
2. Ensure transparency in decision making
3. Treat all employees with respect and dignity
4. Provide avenues for feedback and appeals
5. Implement consistent disciplinary actions
6. Address grievances promptly and impartially
7. Train managers on fair treatment and equity
8. Monitor and address bias in processes
9. Communicate organisational values and ethics
10. Review and revise policies based on feedback



5. LACK OF ROLE CLARITY

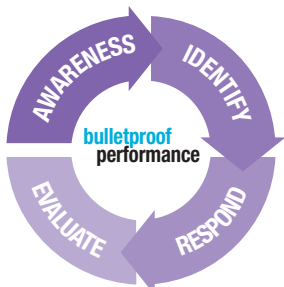
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1. Define job roles and responsibilities clearly
2. Provide written job descriptions
3. Conduct regular role clarification meetings
4. Establish performance expectations
5. Encourage open communication about roles
6. Align roles with organisational goals
7. Offer training on role responsibilities
8. Provide access to resources and support
9. Clarify reporting structures and work-flows
10. Solicit feedback on role clarity from employees

6. LOW JOB CONTROL

✓ [tick here](#)

1. Delegate decision making authority
2. Offer autonomy in task management
3. Involve employees in decision making processes
4. Provide training on self-management
5. Establish clear guidelines and expectations
6. Support flexible work arrangements
7. Encourage and acknowledge innovation and initiative
8. Review and adjust workload distribution
9. Offer opportunities for skill development
10. Monitor employee satisfaction with job control



7. BULLYING

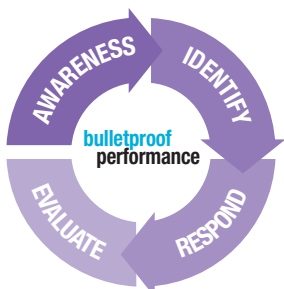
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1. Implement a clear anti-bullying policy
2. Conduct regular training on respectful workplace behaviour
3. Establish confidential reporting mechanisms
4. Provide support for victims and witnesses
5. Encourage a culture of open communication
6. Foster positive leadership and role modelling
7. Monitor and address early signs of conflict
8. Conduct regular surveys to assess workplace climate
9. Implement consequences for bullying behaviour
10. Review and update policies based on feedback

8. HARASSMENT

✓ tick here

1. Develop a comprehensive harassment policy
2. Provide training on identifying and reporting harassment
3. Ensure zero tolerance for harassment
4. Create safe channels for reporting incidents
5. Investigate all claims promptly and thoroughly
6. Support victims through counselling and legal resources
7. Educate employees on diversity and inclusion
8. Foster a respectful and inclusive workplace culture
9. Hold perpetrators accountable for their actions
10. Regularly review and update policies and procedures



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9. EXPOSURE TO TRAUMATIC EVENTS

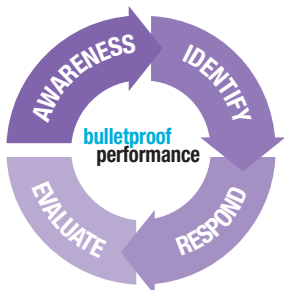
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1. Develop a crisis management plan
2. Provide critical incident stress debriefing (CISD) sessions
3. Train managers and supervisors on trauma response
4. Offer psychological support services
5. Communicate openly and transparently during crises
6. Implement safety protocols and procedures
7. Establish peer support networks
8. Conduct risk assessments for traumatic events
9. Ensure access to resources for affected employees
10. Monitor and support recovery processes

10. DISCRIMINATION

✓ tick here

1. Implement an anti-discrimination policy
2. Provide diversity and inclusion training
3. Promote cultural sensitivity and awareness
4. Encourage reporting of discriminatory behaviour
5. Investigate claims promptly and fairly
6. Ensure fair treatment and equal opportunities
7. Educate leaders and staff on unconscious bias
8. Monitor diversity metrics and trends
9. Review recruitment and promotion processes
10. Engage in continuous dialogue on inclusivity



11. REWARDS & RECOGNITION

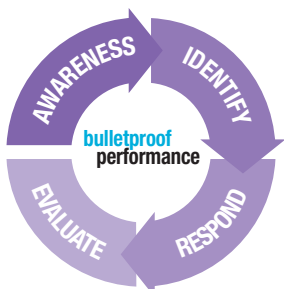
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1. Establish a fair and transparent rewards system
2. Recognise and celebrate achievements regularly
3. Align rewards with organisational goals
4. Solicit feedback on reward preferences
5. Offer personalised recognition where possible
6. Provide non-monetary rewards such as praise or opportunities
7. Ensure consistency in rewarding behaviour
8. Link recognition to performance reviews
9. Encourage peer-to-peer recognition
10. Review and adjust reward systems periodically

12. WORKING ENVIRONMENT

✓ tick here

1. Maintain clean and safe physical spaces
2. Provide ergonomic workstations
3. Ensure adequate lighting and ventilation
4. Address noise and environmental distractions
5. Promote cleanliness and organisation
6. Conduct regular maintenance checks
7. Support flexible work arrangements where possible
8. Consider employees' preferences for workspace design
9. Foster a collaborative and supportive atmosphere
10. Implement green initiatives for sustainability



13. ISOLATED WORK

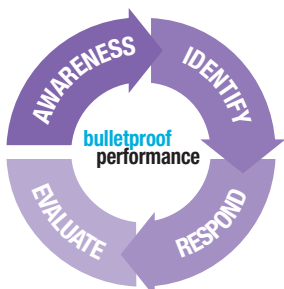
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1. Implement check-in procedures for isolated workers
2. Provide communication tools (e.g., radios, phones)
3. Conduct regular safety checks and audits
4. Establish emergency response protocols
5. Offer remote supervision and support
6. Schedule regular team meetings or check-ins
7. Provide training on self-management and resilience
8. Encourage peer support networks
9. Consider technological solutions for safety monitoring
10. Offer mental health resources and support

14. WORKPLACE RELATIONSHIPS

✓ tick here

1. Foster open communication channels
2. Encourage team-building activities
3. Train managers on relationship management
4. Address conflicts promptly and fairly
5. Promote respect and empathy among colleagues
6. Encourage collaboration and cooperation
7. Facilitate cross-departmental interactions
8. Offer conflict resolution training
9. Support diversity in teams
10. Celebrate milestones and successes together



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15. POSITIVE STRESS

✓ [tick here](#)

1. Promote a supportive work environment
2. Offer challenging assignments and projects
3. Provide opportunities for growth and development
4. Encourage teamwork and collaboration
5. Recognise and celebrate achievements
6. Foster a culture of innovation and creativity
7. Offer training on stress management techniques
8. Provide resources for time management
9. Support work-life balance initiatives
10. Monitor stress levels and adjust workload as needed

16. NEGATIVE STRESS

✓ [tick here](#)

1. Conduct stress risk assessments
2. Provide stress management training
3. Encourage open communication about stressors
4. Offer employee assistance programs (EAPs)
5. Implement workload adjustments as needed
6. Foster a supportive culture for seeking help
7. Monitor work conditions and workload pressures
8. Provide relaxation and mindfulness resources
9. Offer flexible work arrangements
10. Address underlying causes of stress proactively

These control methods should be tailored to fit specific organisational contexts and continuously evaluated for effectiveness. Regular feedback from employees and ongoing risk assessments are crucial for maintaining a healthy and productive workplace environment.

