

Workplace Psychosocial Hazards Checklist

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Psychosocial hazards in the workplace generally cover six key areas of work design, which if not properly managed can cause stress, poor health, lower productivity and increased accident and sickness absence. Employers have a legal duty to risk assess these hazards. This checklist is intended as a guide as to what to check during this process.

Note: Note: this checklist is not exhaustive and further professional advice related to your own particular workplace circumstances may be required. An editable version of this checklist is available from ronan@irn.ie or log into <https://www.healthandsafetyreview.ie/downloads>.

Before completing the psychosocial hazards checklist consider the following:

- Ideally, the person assessing psychosocial hazards should have people skills, is someone who employees trust, has empathy and a reasonable level of emotional intelligence.
- Complete the checklist over a period of time to accurately reflect how employees feel, and to gather honest and open feedback. It should not be done in one day as someone could be having a ‘good’ or a ‘bad’ day.
- Be aware of underlying personal issues, including addictions and the relevance of social demographics e.g., age, gender, background and any other issues.
- When completing the checklist, walk around the workplace, observe work practices, talk to employees, and actively listen to what they say.
- Speak with employees individually, and collectively in a group setting. This gathers the most feedback.
- Use language which people feel comfortable with. Not everyone understands the word ‘psychosocial’, but most people will understand what is meant by ‘stress’.
- Create an atmosphere of trust. Employees need to feel ‘psychologically safe’ to speak about any issues or concerns. Employees who work in a culture of fear, will be reluctant to speak out.
- Encourage employees to identify issues. If it is not identified, it can’t be solved.
- Follow up on any issues identified quickly, with the manager, and if needed escalate it up the line to HR or the senior management team.
- Share feedback on the follow up to issues raised with relevant employees as soon as is possible.
- When sharing initial feedback with individuals or groups, give preference to face to face contact /verbal contact. Subsequent information can be given using written email contact.

1.Work demands	Yes	No
<p>Are employees comfortable with the amount of work? Are the timescales for workload too much? Is the intensity of the workload too great for individuals? Is there consistency and clarity in the job role? Have employees received appropriate training in order that they can do their roles effectively? Do employees feel comfortable in raising concerns? Do employees feel that they are kept informed about current business needs/developments/reasons for some actions taken? Are there any issues regarding the work environment that is impacting on how effectively employees can do their role? Are there complaints about the workload?</p>		

2.Control	Yes	No
<p>Do employees feel that they are involved in deciding what work they do, and when and how they do it? Is the work repetitive? Does the employee have a variety of activities to complete? Is the working time flexible? Can employee decide when to take breaks? Do employees feel that their skills are being used appropriately? Is there room to develop new skills for employees if wanted? Does the work require initiative and do employees feel that they are encouraged to use it? Do employees feel that they are considered when planning the work? Is work regularly monitored? Do management meet with employees to see how work is going? Are there any issues with sickness absence which may be indicative of workplace stress?</p>		

3.Support	Yes	No
<p>Do employees feel they are being offered adequate managerial support with new work issues, everyday work issues or personal issues if needed? Do employees feel that they are well-supported from their colleagues? Do employees feel that the company supports a healthy work/life balance? How well do you listen to your employees– do they feel that this occurs? Are managers aware of how to spot the early signs of stress and how to manage it?</p>		

4.Relationships	Yes	No
<p>There are no issues concerning workplace conflicts with the team for the employee?</p> <p>There are no problems with bullying/harassment?</p> <p>There is a policy in place where employees can raise concerns about another member of staff?</p> <p>Do employees feel that the organization as a whole (including managers and colleagues) is caring and trusting?</p> <p>Is there adequate training for employees/managers on how to promote a positive workplace culture?</p>		

5.Role	Yes	No
<p>Are employees clear about what is expected of them in their role?</p> <p>Do employees have a clear plan of work which is agreed with their manager?</p> <p>Are employees encouraged to talk to managers at early stages if they are unclear of the priorities of the task to be undertaken?</p> <p>Are employees struggling with multiple/conflicting roles?</p> <p>Do employees understand where their role fits into the overall business aims?</p>		

6.Change	Yes	No
<p>Do employees feel that they receive adequate and regular communication and consultation about organizational change when its occurring?</p> <p>Do employees feel they understand why organizational change needs to occur?</p> <p>Do employees get to give feedback on change and is it responded to?</p>		

Additional Comments: