

Psychological Hazards in the Workplace - Worksheet

This guide is provided to help employers develop a program and procedures for dealing with psychological hazards in the workplace.

This worksheet contains elements of a health and safety management system, based on the Partnerships in Injury Reduction model. Examples and comments are focused on psychological health and safety and are provided for guidance only. Elements may require modification to reflect a particular hazards or business activity.

Element of a health and safety management system	Questions to help you develop effective psychological programs and procedures
Management leadership and organizational commitment <i>See sample policy (BP024-2)</i>	Does your psychological health and safety policy state: <ul style="list-style-type: none">• employer commitment to health and safety• overall goals and objectives for psychological health and safety• responsibilities of management, workers, visitors and contractors• requirements to comply with relevant government legislation and the company's own psychological health and safety standards
Hazard identification and assessment <i>Hazard identification and assessment is at the foundation of an OHS management system. It is also a requirement under the Alberta Occupational Health and Safety Code</i>	Are workers involved in the Hazard Identification and Assessment process? As part of the company's hazard assessment process, are existing and potential hazards relating to psychological health and safety identified? <ul style="list-style-type: none">• review the hazard assessment and control forms completed for each job or position, while considering psychological hazards
Identify controls to prevent psychological harm <i>Using the results of the hazard assessment, determine possible controls for the psychological hazards identified</i>	Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment process? <ul style="list-style-type: none">• refer to the hazard assessment and control forms completed for each job or position• refer to company's safe work procedures which address existing and potential psychological hazards. Develop procedures where none exist
Worker communication and training <i>Hazards and controls must be communicated to all workers. Who gets what training, when?</i>	Are all workers trained during orientation in the company's workplace psychological health and safety policy and procedures, incident reporting, recognition of hazards and response to incidents? <ul style="list-style-type: none">• ongoing training is provided, as new work processes or conditions rise, or when new psychological hazards are identified

<p>Report incidents</p> <p><i>An incident reporting procedure must be established for psychological hazards</i></p>	<p>Are your workers aware of the company's reporting procedure?</p> <ul style="list-style-type: none"> • report all forms and sources of psychological hazards to their direct supervisor; • complete the company's incident reporting form; and • If applicable, report to the police as well
<p>Worker support</p> <p><i>Ensure that the worker is advised to consult a health professional if the worker reports psychological injuries or adverse symptoms from psychological harm after an incident</i></p>	<p>What supports are available to the worker?</p> <ul style="list-style-type: none"> • like an emergency response plan, there must be a plan in place to support workers who suffer psychological harm in the workplace. • workers are advised to access to the company's mental health resources, such as employee assistance program or to consult with a health care professional for counselling.
<p>Investigate and document incidents</p> <p><i>Who is responsible for follow-up and what it entails. Refer to your incident investigation procedure</i></p>	<p>Are all incidents of psychological harm documented and investigated?</p> <ul style="list-style-type: none"> • affected worker(s) are to submit the incident reporting form and the supervisor is to investigate the incidents to identify the cause(s) and how to prevent future occurrences.
<p>Program administration and continuous improvement</p> <p><i>Document and measure all aspects of the psychological health and safety program</i></p>	<p>Are all aspects of the psychological health and safety program tracked and maintained?</p> <ul style="list-style-type: none"> • when accurate and thorough records are maintained, worker training needs are readily identified, trends are monitored, and program improvements can be made to reflect changing needs and accommodate continuous improvements to the program.

FOR MORE INFORMATION:

- Assessment and Control of Psychological Hazards in the Workplace - OHS information for employers and workers (BP024)
- Psychological Hazards in the Workplace Sample policy statement for employers (BP024-2)
- The CSA National Standard for Psychological Health and Safety in the Workplace. CAN/CSA-Z1003-13/BNQ 9700-803/2013 <http://shop.csa.ca/page/home>
- Mental Health Commission of Canada <http://www.mentalhealthcommission.ca/>

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