

# Psychosocial hazard readiness checklist

Identify psychosocial hazard indicators.  
Understand your level of psychosocial risk.  
Assess how prepared your organisation is to manage these risks.



# Psychosocial hazard readiness checklist

Psychosocial hazards such as workload pressure, poor support, bullying and exposure to trauma can create serious risks to worker health, safety and organisational performance.

This checklist helps you:



Identify gaps in how psychosocial hazards are managed



Understand your organisation's level of risk and preparedness



Prioritise where action or further assessment may be required

Tick the boxes that apply to your organisation today.

## How to use this checklist

Use this checklist as a **self-assessment** to understand how effectively your organisation is identifying and managing psychosocial hazards in the workplace.

Work through each section and **tick the statements that apply to your organisation today**. Consider how work is actually experienced in practice, not just what is documented in policies or procedures.

This checklist is designed to help you:

- Identify gaps in psychosocial hazard management
- Understand your organisation's level of **psychosocial risk exposure**
- Highlight where further assessment, controls or support may be required

At the end of the checklist, follow the **scoring guide** to determine your organisation's psychosocial risk exposure and what this may mean for your next steps.

There is no pass or fail. The purpose of this checklist is to provide insight into areas of potential risk and inform practical action.



## 1. Work demands

Work demands that are not well designed or managed can increase fatigue, stress and the likelihood of errors or incidents.

Employees report high workload or unrealistic deadlines

Frequent overtime or inability to take breaks

Conflicting or unclear job expectations

Limited ability for staff to control their pace or method of work

Emotionally demanding work (trauma, conflict, distress)



## 2. Low job control

Limited autonomy can reduce engagement and increase stress, particularly where employees have little influence over how work is performed.

Minimal say in how tasks are performed

Rigid work processes with limited flexibility

Employees cannot influence decisions affecting their role

Lack of autonomy contributes to stress or disengagement



## 3. Role clarity & job design

Clear roles, responsibilities and realistic job design support employee wellbeing and performance. Unclear expectations or poorly designed roles can contribute to stress, conflict and reduced confidence at work.

Employees unclear about responsibilities

Overlapping roles causing conflict

Skill mismatches

Performance expectations unclear



## 4. Organisational change management

Poorly managed change can create uncertainty, anxiety and disengagement if risks are not identified and addressed early.

Change implemented with little communication or consultation

Employees uncertain about the future of their role

Changes create confusion or stress

Leaders do not support staff through transitions



## 5. Support & workplace relationships

Supportive relationships and effective communication help reduce psychosocial risk and promote psychological safety. Where support is inconsistent or conflict is unmanaged, stress, disengagement and harm are more likely to occur.

Limited support from supervisors or colleagues

Poor team communication

Common conflicts or tensions

No effective system for resolving interpersonal issues



## 6. Remote & isolated work

Remote or isolated work can increase psychosocial risk when workers have limited contact, support or access to assistance. Clear communication, supervision and emergency arrangements are critical to managing these risks effectively.

Employees regularly work alone

Limited supervision or peer interaction

Lack of timely emergency assistance

Remote work creates communication challenges



## 7. Bullying, harassment & inappropriate behaviour

Exposure to bullying or inappropriate behaviour can cause significant psychological harm and undermine trust and culture.

Reports of bullying or unreasonable behaviour

Sexual harassment risks or incidents

Aggression from clients or the public

No clear process for reporting inappropriate conduct



## 8. Traumatic events or emotional exposure

Exposure to traumatic events or emotionally demanding work can have a cumulative impact on psychological health. Appropriate preparation, support and recovery processes help reduce the risk of long term harm.

Exposure to traumatic incidents

Inadequate debriefing or psychosocial first aid

Exposure to distressing material



## 9. Reward & recognition

Fair and meaningful recognition supports motivation, engagement and wellbeing. Where effort or contribution is not acknowledged, employees may experience reduced morale and increased stress.

Performance seldom acknowledged

Lack of transparency in pay/benefits

Unfair recognition practices



## 10. Organisational systems & WHS framework

Effective psychosocial risk management relies on clear systems, capable leadership and integration within the WHS framework. Without structure, risks may be overlooked or managed inconsistently.

No psychosocial prevention plan

We manage psychosocial risks predominantly through low end controls such as training or policies.

Officers (Senior Leaders) do not understand their obligations in relation to psychosocial risk

No recent psychosocial risk assessment

Incident reporting does not include psychosocial hazards

Managers lack psychosocial risk training

Workers are able to access and know where to access wellbeing resources

# Your psychosocial risk exposure

Your score

Once you have completed the checklist, review how many statements you were able to confidently tick.

Your results indicate your organisation's **level of risk exposure**.

## **Lower risk exposure (0-5)**

- Psychosocial risk controls are largely in place, with some opportunities for improvement.

## **Moderate risk exposure (6-12)**

- Psychosocial hazards are present and may be impacting wellbeing or compliance. Targeted action is recommended.

## **Higher risk exposure (13+)**

- Significant psychosocial risks are likely. Further assessment and structured intervention should be prioritised.

This score reflects the number of psychosocial hazard indicators identified based on the responses provided. Higher scores indicate a greater number of identified psychosocial risks and a higher level of potential exposure that may require targeted action.

## What to do next

If your results indicate moderate or higher psychosocial risk exposure, the next step is to understand what this means for your organisation in practice.

### **Australian Industry Group WHS consultants can help you:**

- Interpret your checklist results
- Identify priority psychosocial risks
- Plan proportionate and practical controls

**For a complimentary and confidential discussion, contact [safety.services@australianindustrygroup.com.au](mailto:safety.services@australianindustrygroup.com.au).**

**Contact us**

[australianindustrygroup.com.au/services-and-advice/health-safety/whs-consulting](https://australianindustrygroup.com.au/services-and-advice/health-safety/whs-consulting)



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*This checklist is provided for general information and awareness only. It is not intended to constitute professional advice, nor should it be relied upon as a comprehensive assessment of an organisation's work health and safety (WHS) obligations or psychosocial risk profile.*

*Completion of this checklist does not replace the need for a formal psychosocial risk assessment conducted by a competent WHS professional, nor does it guarantee compliance with relevant WHS legislation, regulations, or standards. Psychosocial hazards and risks can vary significantly between workplaces, and additional factors may need to be considered depending on the nature of your operations, workforce, industry, and regulatory environment.*

*By using this checklist, you acknowledge that the information collected is for indicative purposes only and may be used to provide you with follow-up insights, recommendations, or services where requested.*