



Workplace Psychosocial Hazards Checklist

A practical self-assessment for Australian employers

Psychosocial hazards are workplace factors that can contribute to stress, burnout, anxiety, conflict and psychological injury.

This checklist is designed to help organisations identify potential areas of risk and opportunities for improvement.

For each item, select:

- Yes – Currently in place
 - Needs Review
 - No – Not currently in place
-

Organisation Details

Organisation Name:

–

Completed By:

–

Position:

–

Date:

–

Section 1: Leadership & Communication

| | |
|--------------------------|---|
| <input type="checkbox"/> | Managers receive training on workplace wellbeing and psychosocial hazards |
| <input type="checkbox"/> | Managers understand their responsibilities regarding employee mental health |
| <input type="checkbox"/> | Employees have regular opportunities to provide feedback |
| <input type="checkbox"/> | Workplace expectations and responsibilities are clearly communicated |
| <input type="checkbox"/> | Organisational changes are communicated in a timely and transparent manner |
| <input type="checkbox"/> | Employees know who to approach when concerns arise |
| <input type="checkbox"/> | Managers regularly check in with team members |
| <input type="checkbox"/> | Leaders model healthy workplace behaviours |

Notes:

Section 2: Workload & Job Design

| | |
|--------------------------|--|
| <input type="checkbox"/> | Workloads are generally realistic and achievable |
| <input type="checkbox"/> | Staffing levels are appropriate for current demands |
| <input type="checkbox"/> | Employees are encouraged to take regular breaks |
| <input type="checkbox"/> | Overtime is monitored and managed |
| <input type="checkbox"/> | Employees are encouraged to take annual leave |
| <input type="checkbox"/> | Job roles and responsibilities are clearly defined |
| <input type="checkbox"/> | Employees have reasonable control over how they perform their work |
| <input type="checkbox"/> | Deadlines are achievable and appropriately planned |

Notes:

Section 3: Workplace Culture

| | |
|--------------------------|--|
| <input type="checkbox"/> | Employees feel safe raising concerns |
| <input type="checkbox"/> | Psychological safety is actively encouraged |
| <input type="checkbox"/> | Workplace conflict is addressed appropriately |
| <input type="checkbox"/> | Bullying and harassment policies are clear and understood |
| <input type="checkbox"/> | Social exclusion or isolation is addressed when identified |
| <input type="checkbox"/> | Employees feel respected and valued |
| <input type="checkbox"/> | Team members are encouraged to collaborate effectively |
| <input type="checkbox"/> | Workplace behaviours align with organisational values |

Notes:

Section 4: Support Systems

| | |
|--------------------------|--|
| <input type="checkbox"/> | Employees have access to an Employee Assistance Program (EAP) or similar support |
| <input type="checkbox"/> | Employees understand how to access support services |
| <input type="checkbox"/> | Wellbeing resources are promoted regularly |
| <input type="checkbox"/> | Mental health conversations are encouraged and normalised |
| <input type="checkbox"/> | Managers know how to support employees experiencing stress |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Clear escalation pathways exist when concerns are identified |
| <input type="checkbox"/> | Return-to-work processes include psychological wellbeing considerations |
| <input type="checkbox"/> | Employees know where to seek help if needed |

Notes:

Section 5: Proactive Wellbeing

| | |
|--------------------------|---|
| <input type="checkbox"/> | Stress management education is provided |
| <input type="checkbox"/> | Workplace wellbeing initiatives are offered regularly |
| <input type="checkbox"/> | Leaders receive communication and people-management training |
| <input type="checkbox"/> | Employee wellbeing is discussed at leadership level |
| <input type="checkbox"/> | Psychosocial risks are reviewed regularly |
| <input type="checkbox"/> | Employee feedback is used to improve workplace systems |
| <input type="checkbox"/> | Action plans are developed when psychosocial risks are identified |
| <input type="checkbox"/> | Workplace wellbeing forms part of the organisation's broader strategy |

Notes:

Scoring Guide

Count the number of "Yes" responses.

32–40 YES

Excellent foundation.

Your organisation appears to have strong psychosocial risk management practices in place. Continue reviewing and improving systems regularly.

24–31 YES

Good progress.

Many positive systems are in place, however there may be opportunities to strengthen specific areas.

16–23 YES

Moderate risk.

Several important workplace wellbeing systems may require attention or improvement.

0–15 YES

High priority.

Consider reviewing psychosocial risk management practices and developing a proactive action plan.

Next Steps

Identify:

Three strengths

1.

2.

3.

Three priority areas for improvement

1.

2.


3.

Actions to implement within the next 90 days

About Base State

Base State helps organisations across Australia create healthier, higher-performing workplaces through practical wellbeing workshops, stress management training and expert facilitator matching.

Our workshops focus on practical tools employees can use immediately to better manage stress, improve recovery and support long-term wellbeing.

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Disclaimer: This checklist is intended as a general workplace wellbeing resource and should not be considered legal advice. Organisations should seek professional legal or workplace health and safety advice where appropriate.