

## Conducting a Psychological Safety & Health Audit... Getting Started

### Why do a Psychological Safety & Health Audit?

An Audit of existing policies and practices related to the protection of your employees' psychological health is the first step toward determining the extent to which your workplace is "psychologically safe". ***A psychologically safe and healthy workplace is one that promotes employees' psychological well-being and does not harm employee mental health in negligent, reckless or intentional ways.*** The Audit is designed to accompany the PSR-12 Employee Survey, which provides input from your employees' perspectives. Conducting both the Audit and the PSR-12 allows a comparison between management and employee perspectives.

### What is involved in the Audit process?

The Audit process involves the completion of up to **12 Audit Sheets**, each corresponding to one of the Psychosocial Risk Factors.

Each Audit Sheet includes:

- Definition of the Psychosocial Risk (PSR) Factor
- Benefits of addressing the factor
- Information that would be helpful to refer to or collect
- Checklist of descriptors of your workplace
- Short employer questionnaire
- Overall rating

### What do you need to complete the Audit?

The following may help you complete the Audit Sheets.

- **Documentation:** Gather and refer to reports or documents with information relevant to employee and organizational functioning.
  - *e.g., rates of and reasons for absenteeism/disability, turnover rates, benefits utilization and costs*
- **Organizational and/or Market-Specific Considerations:** It is important to take into account current factors or trends that may be compromising the psychological safety and health of your workplace.
  - *e.g., lack of available skilled workers, aging workforce, changes in market conditions, pending merger*
- **Employee Input:** Information from your staff may be helpful.
  - *e.g., employee suggestions, health and safety committee reports, employee surveys*

### Who completes the Audit?

The Audit may be completed by one or more individual(s) within the organization – this may vary depending on the size and nature of the organization. For example, the Audit may be completed by the owner or manager within a small-sized business or work team. In a medium-sized business, the Audit may be conducted by a designated human resources professional. In a large-sized business, there may be a range of potential individuals available to undertake the process (e.g., human resources professional, occupational health & safety representative, division/department head, regional manager).

You may wish to create a subcommittee or select a small group of staff to participate in the process. To heighten the objectivity of the process, you may also consider using an external consulting group with expertise in the GM@W process.

### Where do you go from here?

Review the **12 Audit Sheets** corresponding to the Psychosocial Risk domains to determine where you might begin addressing psychological safety and health issues. *We recommend that you complete the Audit Sheets before, or in parallel with, administering the PSR-12 to your staff.*

### How to select PSR Factors for Audit

It can be difficult to determine where to begin. For this reason, we recommend that you prioritize the Audit Sheets you will complete. **Focus on one Psychosocial Risk area at a time.** This helps to streamline your efforts and increases your likelihood of success.

Begin by completing Audit Sheets for:

- (a) Factors that disproportionately impact your organization financially.
- (b) Factors that are particularly relevant to changes occurring within your organization or work unit (e.g., if there have been recent changes in leadership, you may want to select the corresponding Audit Sheet for PSR2: Clear Leadership & Expectations).
- (c) Factors that are particularly relevant to key incidents or events (e.g., legal action, suicide).

We recommend that you eventually complete all of the PSR Audit Sheets in order to provide the most thorough overview of your organization's psychological safety and health. Once you have completed each Audit Sheet, enter your scores into the Action Planning Worksheet.