

GM@W Organizational Review Worksheet

PF13: PROTECTION OF PHYSICAL SAFETY

OBJECTIVE: A work environment where management takes appropriate action to protect the physical safety of employees.

What are the benefits of effectively addressing Protection of Physical Safety?

- ✓ Fewer job-related errors, incidents, accidents and injuries
- ✓ Reduced costs from work absence (e.g., sick time, disability costs)
- ✓ Improved physical and psychological health and safety of employees
- ✓ Reduced legal and regulatory costs
- ✓ Improved labour-management relations

What information may be helpful to refer to or collect?

- 📎 Current organizational and industry safety policies
- 📎 Relevant provincial, territorial or federal legislation (e.g., Occupational Health and Safety legislation, Labour Standards, Workplace Hazardous Materials Information System)
- 📎 Health and safety related documentation (e.g., minutes of health and safety meetings)
- 📎 Safety inspection reports (and follow-up records)
- 📎 Accident, workplace-related illness, and incident reports (including near misses)

How would you describe your workplace/work unit? *(select all that apply; this will help you answer questions below)*

Safety Programs & Policies

- Health and safety committees are active and meet regularly
- All workers are able to access designated health and safety representatives
- Safety programs and policies are reviewed regularly (with particular attention to their impact on employee psychological health)
- Safety requirements, programs and policies are current and communicated to all staff (including new hires)
- Regular, documented workplace inspections are conducted to identify physical hazards (with particular attention to their impact on employee psychological health)
- Measures are taken to eliminate or control identified hazards
- Staff have input into the development of safety policies and practices
- Job descriptions include details of physical hazards to which workers may be exposed (with particular attention to those that may be hazardous to psychological health)

Equipment & Training

- The work environment does not negatively impact psychological health (e.g., crowding, isolation, noise, lighting)
- Employees are trained to understand how physical hazards can affect psychological health and safety
- Staff receive training on how to identify, report and investigate physical hazards
- Employees are trained to minimize their exposure to, and the impact of, physical hazards
- Staff have the equipment needed to reduce the impact of physical risks on psychological health (e.g., proper lighting, noise reduction, panic alarms, ventilation)

Response to Safety Incidents

- Accident, workplace-related illness and incident investigation protocols are reviewed regularly and updated as needed
- Accident and incident investigation protocols are effective
- Health and safety committee recommendations are acted on promptly
- Management recognizes the impact of incidents and workplace-related illness on employee psychological and physical health
- Policies, equipment and training are reviewed and revised, if needed, in response to safety incidents
- Timely and effective supports are available following a critical incident (e.g., defusing, debriefing, Employee and Family Assistance Programs, psychological treatment)

Please answer the questions below with respect to your workplace:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
	4	3	2	1
1. Management takes appropriate action to protect employees' physical safety at work.				
2. Our workplace offers sufficient training to help protect employees' physical safety at work (e.g., emergency preparedness, safe lifting, violence prevention).				
3. When accidents occur or risks are identified, our workplace responds effectively.				
4. Employees have the equipment and tools they need to do their job in a physically safe way (e.g., protective clothing, adequate lighting, ergonomic seating).				
5. Our workplace responds appropriately when workers raise concerns about physical safety.				

PF13 GM@W Organizational Review Score (from above): _____ (5 to 20)

PF13 GM@W Survey Score (if applicable, from the GM@W Survey Results): _____ (5 to 20)

Serious Concerns = 5 to 9 **Significant Concerns = 10 to 13** **Minimal Concerns* = 14 to 16** **Relative Strengths** = 17 to 20**

* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

If there is a difference between the GM@W Organizational Review Score and the GM@W Survey Score, what may be contributing to the difference (e.g., lack of knowledge or understanding, communication gaps)?

Do issues related to **Protection of Physical Safety** present a greater risk to particular groups of employees (e.g., new employees, certain jobs, shift workers, etc.)?

What are the strengths in your workplace in terms of **Protection of Physical Safety** (e.g., what do you do well, what should you continue doing)?

What could your workplace do to improve in this area (e.g., what could you do more of, what could you do less of)?

Is further action required? YES NO

If YES, see *GM@W Suggested Responses: PF13*