

Organizational Review Worksheet

PROTECTION OF PHYSICAL SAFETY

DESCRIPTION: In a work environment with positive protection of physical safety, management takes appropriate action to protect all employees against injury and illness and ensures they have what they need to do their jobs safely.

What are the potential benefits of effectively addressing the protection of physical safety?

- Fewer job-related errors, incidents, accidents, and injuries
- Reduced costs from work absence
- Improved physical and psychological health and safety of employees
- Reduced legal and regulatory costs and violations
- 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, such as occupational health and safety legislation and labour standards
- Health and safety related documentation, including minutes of health and safety meetings
- Safety inspection reports and follow-up records
- Accident, work-related illness, and incident reports, including near misses

Consider the extent to which the following are happening:

- Health and safety committees are active and meet regularly
- All employees can access designated health and safety representatives in a timely manner
- Regular, documented work inspections are conducted to identify physical and psychological hazards
- Measures are taken to eliminate or control identified hazards
- Safety programs and policies are reviewed regularly with attention to their impact on employee psychological safety
- Incident investigation protocols are reviewed regularly and updated as needed to remain effective
- Health and safety committee recommendations are acted on promptly

- Timely and effective supports are available following a critical incident such as defusing, debriefing, employee and family assistance programs, or psychological treatment
- Safety requirements, programs, and policies are current and communicated to all staff regularly, including new hires
- Job descriptions include details of both psychological and physical hazards to which employees may be exposed
- Employees are encouraged to share concerns about potential physical safety issues
- Employees receive training on how to identify, report and investigate physical hazards
- Employees have input into the development of safety policies and practices
- The physical work environment does not negatively impact psychological health, such as through crowding, isolation, excessive noise, or improper lighting
- Employees are trained to understand how physical hazards can affect psychological health and safety
- Employees are trained to minimize their exposure to, and the impact of, physical hazards
- Employees have the equipment needed to reduce risks to health and safety, such as proper lighting, noise reduction devices, panic alarms, and proper ventilation

Please respond to the statements below with respect to your workplace:	Always	Often	Sometimes	Rarely	Never
1. When physical risks are identified, management responds effectively.					
2. People in my workplace understand the importance of protecting employee physical safety.					
3. Each employee has what they need to do their job safely.					

Do issues related to protection of physical safety present a greater risk to particular groups of employees? For example, newer employees, certain job roles such as supervisors, shift-workers, immigrants, remote workers, etc.

What are the strengths in your workplace? What do you already do well and want to continue to do in terms of physical safety?

What could your workplace do to improve physical safety?

If there is a difference between the organizational review score and the survey score, what may be contributing to the difference in perception between employees and the leaders who did the organizational review?

Is further action required in this area? Yes No

If yes, see [Evidence-based actions](#) for protection of physical safety.