

Psychosocial Risk Assessment Supporting Tool

Psychosocial hazards in the workplace can significantly impact the health and well-being of workers, as well as the productivity and success of organisations. In the Australian context, a range of psychosocial hazards has been identified, including high job demand and low control, poor support and supervision and role ambiguity. These hazards can result in high levels of stress, burnout, and other mental health issues for workers, as well as increased absenteeism and reduced performance for businesses.

A psychosocial risk assessment checklist can be a valuable tool. This checklist can help identify potential hazards and risk factors in the workplace and develop strategies for prevention and intervention. By using a systematic and evidence-based approach to identify and manage psychosocial risks, employers can improve their workers' health and well-being and enhance their organisation's overall success.

Process

Step 1: Review the Supporting Tool. Review the risk assessment supporting tool to familiarise yourself with the hazards and potential controls.

Step 2: Conduct a Walkthrough. Conduct a walkthrough of the workplace, observing work processes and interactions between workers. Use the checklist to identify any potential hazards that may impact the psychosocial well-being of workers.

Step 3: Consult with Workers. Consult with workers to understand their experiences and any concerns they may have. Encourage them to share their feelings and thoughts by asking open-ended questions.

Step 4: Analyse the Data. Analyse the data collected from the walkthrough and any other activities such as review of workplace data or focus groups to identify trends or patterns. Undertake a risk assessment for each hazard identified- taking into account the frequency, duration and severity of exposure, as well as the possible interactions between psychosocial hazards that may increase the level of risk (e.g. high job demands *and* exposure to traumatic materials).

Step 5: Prioritise Issues. Prioritise the issues based on their likelihood and severity of harm, potential consequences for individuals and the organisation, and any relevant legal or regulatory requirements.

Step 6: Develop a Plan. Develop a plan to address the identified issues.

Step 7: Implement the Plan. Implement the plan to address the identified issues. Make sure that all relevant stakeholders are informed and involved in the implementation process.

Step 8: Review the Plan. Regularly review and improve the risk assessment process to ensure it remains relevant and effective. Identify any areas for improvement by seeking feedback from workers and stakeholders.



Organisational unit:	Date:
	Click or tap to enter a date.
Rationale for the risk assessment	
Provide an overview of the background or context and provide rationale for undertaking this risk assessment. Examples include, evidence of workplace data indicating hazards may be present, a psychosocial incident occurred and prompted an assessment of the area, or the group was willing to proactively assess their area for psychosocial hazards.	
Relevant workplace data (Consolidating and reviewing relevant, available workplace data can help inform the identification of psychosocial hazards)	
Sources may include EAP, UQSafe, HR, HSW committees, surveys such as PULSE, People at Work, other workplace audits. Look for: • Trends in complaints or grievances, EAP usage and types of issues managed. • Hazard or incident reports linked to psychosocial hazards/injuries. • Trends in physical incident or hazard reports • Recorded issues in meeting minutes and/or actions (Are these completed in a timely manner? Are they unresolved?). • Previous safety audits, reviews, or assessments with outstanding actions. • Trends in amounts of leave taken (high or low leave levels), staff turnover rates, exit interviews • Annual safety inspections	



Workplace Observations (e.g. environmental conditions, morale, communication/interactions, conflict, signs of distress, adequate staffing levels etc)

Consultation (Document themes apparent from consultation undertaken e.g. interviews, focus groups, HSW committees, meeting minutes, risk assessments, surveys, eg PULSE)



Hazard checklist	Yes	No	Comments (eg who is impacted, how often, severity etc)	Possible solutions
Poor organisational change management				
Are health and safety impacts overlooked during organisational changes?				• Conducting a thorough health and safety impact assessment is essential to identify potential hazards or risks to workers before making any organisational changes. This assessment should consider the impact of downsizing or relocation on workers' physical and mental health, workload, job security, and job satisfaction. • A well-defined and structured change management plan may be developed that outlines the steps involved in the proposed organisational changes. The plan should include timelines, key stakeholders, and resources for successful implementation. • All relevant stakeholders, including workers, and management representatives, should be consulted and engaged in the change process. This engagement should include opportunities for feedback and input into decision-making processes. • Effective communication is essential during organisational changes. A clear and concise communication strategy should be developed, which includes regular updates, key messages, and reasons for change. The strategy should also include opportunities for workers to ask questions and provide feedback. • Organisational changes can be stressful for workers, and providing adequate support during the transition is essential. This support can include access to the Employee Assistance Program, and career development support. Additionally, providing clear information about job security and career progression opportunities is important.
Is there lack of opportunity for workers to provide feedback or voice concerns about proposed workplace changes?				
Are changes implemented without sufficient consultation and stakeholder engagement?				
Are key messages, updates, and reasons for change ineffectively communicated?				
Is there inadequate support provided to those affected during transition times?				



Hazard checklist	Yes	No	Comments	Possible solutions
Low reward and recognition				
Is there an imbalance between the workers efforts and the recognition and rewards they receive?				• Implement a regular review process with staff which ensures staff are provided with positive and constructive feedback. • Regular 1:1 meetings and team meetings where contributions are expressed and valued. • Develop a recognition and reward program that provides meaningful and specific recognition for good work performance and linking recognition to specific situations or projects. • Understand that people like to be acknowledged in different ways, e.g privately, within the team, with incentives (time, financial etc.).
Are there limited opportunities for skills development?				
Is there a lack of feedback or inadequate feedback about performance?				
Poor organisational justice				
Are procedures applied consistently and equitably across workers and overtime for reward, recognition, promotion, job rotations, training, and assignments?				• Implement appropriate performance monitoring and management. • Foster a culture of transparency, openness, respect and equity. • Promote mechanisms for reporting and addressing any evidence of bias, partiality, favouritism, or nepotism such as UQ’s complaints management system. • Provide training and education to staff on the importance of fairness, impartiality, and transparency in all aspects of work, including performance evaluations, promotion decisions, and resource allocation. • Ensure there is a transparent grievance and appeal process.
Are resources distributed fairly and equally?				
Do workers and managers follow agreed policies, guidelines, and procedures?				



Hazard checklist	Yes	No	Comments	Possible solutions
Poor workplace relationships, including interpersonal conflict				
Is there incivility (abrupt rude behaviour) or other inappropriate behaviour demonstrated and/or tolerated by management and coworkers?				• Identify and minimise work design issues that may negatively affect team communication. • Ensure all staff aware of the Code of Conduct, organisational values, and expected behaviour. • Identify and address the root causes of conflict. • Monitor the work environment for potential disagreements- manage accordingly and swiftly. • Provide sufficient opportunities for workers to get to know each other and build positive relationships. • Ensure all staff have up to date position description and are aware of expectations and individual/team responsibilities.
Is there frequent or heightened task conflict between workers, supervisors, coworkers, clients, or others?				
Is there discrimination or other unreasonable behaviours by coworkers, supervisors or clients?				
Is there a lack of fairness and equity in dealing with workplace issues, or where performance issues are poorly managed?				
Are there unresolved issues or concerns regarding work tasks, processes, customers, or interpersonal issues?				



Hazard checklist	Yes	No	Comments	Possible solutions
Remote or isolated work				
Is there limited access to communication devices or no regular contact with other workers or supervisors?				• Ensure workers have access to reliable communication devices and regularly check in with them. Consider providing additional resources such as virtual meeting platforms or scheduling regular check-ins with supervisors or colleagues. • Provide resources and support to workers working in isolation for extended periods, such as access to mental health support or opportunities for virtual socialisation. Consider scheduling regular breaks or opportunities for workers to connect with their support networks. • Review workplace layouts to ensure access to safety and security systems. • Ensure accommodation is lockable, with safe entry and exit, meets all relevant structural and stability requirements, and has all fittings, appliances and equipment in good condition. • Check in and check out procedures (UQ Safe Zone). • Ensure workers are trained in, and carry out, situational risk assessments of the safety of their work location before commencing duties. • Involve the remote area in consultation, decision making and provide access to resources, training and activities available to non-remote staff. • Develop and implement emergency response plans specific to each location. Train all workers and managers on the plans and ensure that they are regularly reviewed and updated. Ensure that workers can access appropriate communication devices to contact emergency services if needed.
Is there excessive monitoring of workers working from home?				
Is there work in locations where immediate rescue or attendance is difficult for emergency services?				
Is there work where violence or aggression from customers or clients is possible?				



Hazard checklist	Yes	No	Comments	Possible solutions
Poor environmental conditions				
Are workers exposed to excessive or irritating noise or vibration?				- Identify sources of excessive or irritating noise or vibration and develop and implement controls to reduce or eliminate them. Provide appropriate personal protective equipment to workers who are exposed to noise or vibration. Monitor workers' exposure to noise or vibration and regularly review and update controls. - Biological and chemical hazards should be identified, assessed and managed with appropriate controls such as using personal protective equipment, training workers on safe handling, and regularly monitoring and maintaining equipment and systems. - Lighting levels should be appropriate to the task, with even and consistent illumination to prevent eye strain and fatigue, and flickering or strobing lights should be replaced or repaired promptly. - Workers should be protected from extremes of temperature or poor air quality through measures such as providing ventilation, air conditioning or heating, implementing work/rest cycles, and monitoring and managing exposure levels. - Ensure staff are aware of systems in place for workers to report the presence of poor environment conditions that may create a stress response.
Are biological or chemical hazards managed properly to avoid harm to workers?				
Is the lighting in the workplace low, very bright, or flickering?				
Are workers exposed to extremes of temperature or poor air quality?				
Exposure to traumatic events and materials				
Do workers work in certain areas or occupations that may expose them to traumatic events or materials?				- Rotate roles or activities to ensure adequate breaks from roles likely to involve exposure to traumatic events. - Implement file flagging processes on potentially distressing files or cases to avoid inadvertent exposure to distressing content.



Hazard checklist	Yes	No	Comments	Possible solutions
Are workers responding to emergencies requiring emergency service workers such as security, emergency health workers, crisis intervention or highly distressed people?				• Follow procedures to respond to critical incidents including practical support for workers, counselling/professional support services, appropriate information about available resources. • Where repeated high-risk exposure to distressing events is an unavoidable part of the role, consider additional risk controls including reducing workload to decrease exposure, increasing breaks and recovery time, or implementing periodic health assessments. • Ensure managers are provided with adequate information, training and instruction in how to respond and manage reported exposure of workers, including how to identify early signs of distress or psychological injury and how to offer support if required. • Provision of regular proactive wellbeing reviews or debriefing opportunities.
Are workers providing care to those experiencing a traumatic event, listening to, viewing or reading detailed descriptions of traumatic events experienced by others?				
Work-related Violence and aggression				
Are workers subjected to violent or aggressive behaviour at the workplace, including physical, verbal online abuse?				• Ensure that workers are trained to recognise and report violent or aggressive behaviour and implement security measures such as CCTV, alarms, or panic buttons to respond to emergencies promptly. • Working in pairs or teams where possible. • Ensure physical environment and security are appropriate and well-designed. • Establish robust work systems and procedures, e.g working in isolation, opening and closing, monitoring of remote or isolated staff. • File flagging, early warning systems. • Promote zero tolerance of aggression towards workers. • See more information in the Preventing and responding to work-related violence guide.
Are workers in high-risk occupations, such as healthcare workers, security, welfare workers, those who work alone or in remote locations?				



Hazard checklist	Yes	No	Comments	Possible solutions
				Identify high-risk occupations and ensure that workers are trained in conflict resolution and de-escalation techniques and can access support resources such as the EAP.
Bullying				
Are workers exposed to aggressive and intimidating conduct (verbal or physical) from other staff?				- Ensure all workers and records are up to date with mandatory training expectations for appropriate behaviour in the workplace and Code of Conduct. - Monitor the workplace for signs of aggressive or intimidating behaviour, and ensure all incidents are investigated promptly, impartially, and sensitively to the complainant's needs. - Encourage workers to report incidents of bullying or harassment to management and promote reporting mechanisms/pathways, such as the UQ Complaints Management system, UQSafe, HR etc. - Provide support to affected individuals, such as counselling or access to the EAP. - Monitor the outcomes of complaints to ensure the process is effective and appropriate. - Establish clear performance expectations and provide regular feedback to workers. - Provide training and support to managers and workers on appropriate feedback and communication techniques.
Are workers subjected to belittling or humiliating comments?				
Is someone regularly made the brunt of practical jokes or teased?				
Are vexatious allegations made against a worker?				
Are rude, inaccurate, or malicious rumours about an individual spread?				



Hazard checklist	Yes	No	Comments	Possible solutions
Are complaints or incidents responded to in a grossly unfair manner?				• Encourage workers to raise concerns about performance issues constructively and respectfully. • Communicate clear workplace support and expectations for inclusion and diversity. • Encourage participation in work-related activities and events, and support workers who may feel excluded or marginalised. • Ensure that all workers understand the negative impact of exclusion and the benefits of diversity. • Ensure that workers have the necessary skills and training to perform their duties. • Provide support and training to workers who may require additional assistance. • Monitor workloads and adjust tasks as necessary to ensure they are appropriate and manageable. • Ensure procedures for managing work arrangements, including rosters and leave are transparent and communicated clearly. • Ensure that all workers are aware of access to leave and other entitlements in accordance with relevant legislation and workplace agreements. • Monitor work arrangements to ensure that they are fair and consistent. • Encourage open and inclusive communication in the workplace. • Provide opportunities for workers to collaborate and work together. • Monitor interpersonal relationships and support workers who may be experiencing isolation or exclusion.
Is victimisation present?				
Is there unjustified criticism or complaints towards particular workers?				
Are individuals unreasonably excluded from work-related activities?				
Are tasks set unreasonably below or beyond a person's skill level?				
Are changes to work arrangements, such as rosters and leave, used to victimise workers?				
Are individuals completely ignored or isolated?				



Hazard checklist	Yes	No	Comments	Possible solutions
Harassment, including sexual harassment				
Does the workgroup comprise of vulnerable workers, such as young workers, workers with disabilities, LGBTQIA+, Aboriginal and Torres Strait Islander workers, workers in insecure or precarious forms of employment, and workers on working visas?				• Promote standards of behaviour and procedures for what a worker should do if they experience or see harassment at work or work-related events or from third parties to the workplace (including sexual harassment), e.g. Ethical bystander training. • Develop and implement targeted recruitment strategies to attract diverse candidates to the workplace, including women, older workers, and workers from diverse cultural backgrounds. • Monitor and address any power imbalances or unequal distribution of opportunities or rewards. • Encourage open and inclusive communication across all levels of the workplace. • Provide training and support to all workers on appropriate workplace behaviour, including respect, dignity, and the negative impact of sexual harassment. • Responsible service of alcohol policies at work and work events. • Develop and implement strategies to manage the risks associated with isolation, such as regular check-ins, access to support and counselling services, and appropriate communication channels. • Establish and implement policies and procedures for appropriate workplace behaviour, including at-home work arrangements. • Monitor and review the effectiveness of controls to manage the risks associated with working from home. • Promote reporting mechanisms, such as UQ Complaints Management system, UQSafe, UQ Security, HR, integrity unit, SMSU.
Is the workforce dominated by one gender, age group, race, or culture?				
Are there power imbalances present, where one gender holds most management and decision-making positions?				
Is the workplace organised according to a hierarchical structure?				
Does the workplace culture support or tolerate sexual harassment, including where lower-level forms of harassment are accepted?				



Hazard checklist	Yes	No	Comments	Possible solutions
Is alcohol used in a work context, and are there conferences and social events as part of work duties (including overnight travel)?				• Provision of training and education on the causes, drivers, and impacts of sexual harassment in the workplace. • See more information in the Preventing workplace sexual harassment guide. • Create a culture of respect and zero tolerance for sexual harassment with visible leadership support and commitment.
Are workers isolated due to location, work hours, restrictive places like cars, working at residential premises, living in employer-provided accommodation, working from remote locations with limited supervision, or having restricted access to help and support?				
Is working from home an option that may allow covert sexual harassment to occur online or through phone communication?				
Do worker interactions with clients, customers, or members of the public give rise to third-party sexual harassment, including work that involves a high level of contact or work in close proximity to customers or clients?				



Hazard checklist	Yes	No	Comments	Possible solutions
Do workplace leaders poorly understand sexual harassment causes, drivers, and impacts?				
Time pressure and role overload				
Do tasks assigned to workers exceed their abilities or capacity?				• Design the work to ensure manageable workloads with achievable performance standards. • Provide training and support to workers to ensure they have the necessary skills and resources to perform their duties. • Regularly review workload and task allocation to ensure that they are appropriate and manageable. • Encourage workers to raise concerns about workload and task allocation constructively and respectfully. • Ensure that workers have adequate time and resources to learn new tasks. • Encourage open and transparent communication between managers and workers regarding expectations and timelines. • Encourage open and transparent communication between managers and workers regarding workload and leave arrangements. • Ensure workers have adequate time and resources to complete their tasks within normal working hours. • Regularly review resource allocation to ensure adequate personnel, financial, and physical resources to complete tasks and projects.
Are unrealistic demands placed on new or existing workers to quickly learn new tasks?				
Are workers required to complete tasks during leave or outside of business hours?				
Are there insufficient personnel, financial, or physical resources to complete tasks and projects?				
Are staff absences due to illness or leave impacting workload?				



Hazard checklist	Yes	No	Comments	Possible solutions
Do workers need to make quick decisions under pressure?				• Encourage open and transparent communication regarding resource allocation and availability between managers and workers. • Provide training and support to workers to help them manage resources effectively. • Develop contingency plans to manage workload during staff absences due to illness or leave. • Cross-train workers to ensure they have the skills and resources to cover absent colleagues. • Regularly review processes to ensure that they are effective in supporting workers to make effective decisions under pressure.
Emotional demands				
Do workers handle customer/client complaints or deliver unfavourable news to customers, clients, or coworkers?				• Provide adequate training to workers on handling difficult conversations and complaints, offer emotional support and debriefing opportunities, and have clear policies and procedures in place for escalating and resolving complaints.
Do workers conduct performance conversations with underperforming workers or initiate disciplinary procedures?				• Provide adequate training to managers and supervisors on how to conduct difficult conversations, offer support and debriefing opportunities, and ensure that disciplinary procedures are fair, consistent, and transparent.
Do workers provide emotional support to customers, clients, or coworkers in distress?				• Provide adequate training to workers on how to provide emotional support, offer support and debriefing opportunities, and have clear procedures for escalating and responding to distressing situations. • Review and revise job requirements to ensure that they are reasonable and appropriate, offer support and training to workers on how to manage emotions healthily, and encourage a culture that values authenticity and emotional intelligence in the workplace.



Hazard checklist	Yes	No	Comments	Possible solutions
Situations that may lead to challenging work hours or shift work				
Are workers required to work frequent night or long shifts (over 12 hours)?				• Consider limiting the number of consecutive night shifts, providing adequate rest breaks during and between shifts, and ensuring that workers have access to healthy food and drink options to maintain alertness during long shifts. • Measures could include providing workers with schedules in advance, minimising changes to the schedule, and providing clear communication channels for workers to raise concerns about their schedules. • Control measures could include providing adequate rest breaks, monitoring the number of consecutive work hours, and ensuring workers have access to quiet rest areas during breaks. • Ensure workers have access to adequate rest and meal breaks, clear communication channels for workers to raise concerns about their breaks, and enforce breaks as necessary. • Review after-hours work expectations and allow access to flexible work arrangements.
Are shift patterns unpredictable? Is regular or unplanned overtime required?				
Do shifts provide inadequate time for sleep and recovery between periods of work?				
Are workers prevented from taking designated breaks from work tasks?				
Are workers expected to be available and responsive outside of normal working hours?				



Hazard checklist	Yes	No	Comments	Possible solutions
Situations which may lead to low job demands				
Do workers have little mental stimulation or problem-solving in their work?				• Provide workers with opportunities for job enrichment or job rotation to develop new skills and knowledge or to vary their tasks and responsibilities. • Allow workers to participate in cross-functional projects, job shadowing, or training programs to expand their knowledge and experience. • Provide opportunities for workers to vary their tasks and responsibilities or to participate in job enrichment or job rotation programs. • Allow workers to take short breaks or perform stretching exercises to reduce physical and mental fatigue or provide opportunities for workers to perform other tasks during slow periods.
Are workers required to undertake repetitive tasks with little variety?				
Are workers engaged in monotonous work, vigilance tasks, or sorting tasks (e.g. stop/go machine operation)?				
Are tasks allocated to workers well below their competence or capacity level?				
Limited job autonomy/low job control				
Do workers have limited say in decisions that impact them or their clients?				• Implement worker participation programs to allow workers to provide feedback and input on decisions affecting their work and clients. • Create an open-door policy where workers can express their concerns and ideas to management. • Provide workers with some level of flexibility in how they complete their tasks.
Are tasks rigidly controlled and managed (e.g. machine-paced or computerised work, work that				



Hazard checklist	Yes	No	Comments	Possible solutions
necessitates authorisation for routine activities)?				• Encourage workers to take short breaks to avoid burnout and increase productivity. • Ensure workers have access to the resources needed to complete their tasks efficiently. • Provide regular training and development programs for workers. • Encourage workers to seek out learning opportunities on their own. • Offer career development opportunities, such as mentorship programs and internal job postings. • Provide workers with more autonomy over their work schedules and breaks. • Allow workers to rotate through different tasks to provide more variety and control. • Encourage workers to communicate their preferences for completing their work with their supervisors. • Trust workers to complete their work without micromanaging them. • Focus on outcomes and results rather than the process of completing tasks. • Ensure that monitoring and surveillance are necessary and proportional to the work being done. • Review opportunities to provide more stable employment contracts where possible. • Provision of opportunities for advancement, career growth and mentoring, where possible.
Is there an absence of formal or informal opportunities for learning and enhancing skills?				
Do workers have little control over how they complete their work (e.g. when they can take breaks or switch tasks)?				
Is there overbearing scrutiny and monitoring of low-level responsibilities?				
Are workers working in insecure and unstable employment arrangements (e.g. temporary contracts, casual work)?				



Hazard checklist	Yes	No	Comments	Possible solutions
Poor/inadequate support				
Is there inadequate or absent supervision?				• Provide workers with the necessary resources and tools to perform their job effectively and efficiently. • Offer coaching or training opportunities to help workers develop the skills they need to succeed. • Ensure that workers can access up-to-date information and support services to help them navigate their job responsibilities. • Regular team and 1:1 meetings. • Design work to emphasise team collaboration. • Structure reward and recognition programs around team achievements. • Implement strategies that promote collaboration and communication among team members, such as regular team meetings and check-ins. • Use technology such as video conferencing or instant messaging to facilitate real-time communication between remote team members. • Provide opportunities for team members to socialise and build relationships with one another to strengthen team cohesion. • Use a hierarchical management structure to ensure that managers at each level have a manageable number of direct reports. • Train managers to be effective coaches and mentors to their workers and to provide regular feedback and support. • Establish support systems, such as HR or the EAP and Manager Assist service to assist managers and workers with any concerns or issues that arise.
Are workers working alone or as part of geographically dispersed teams?				
Do managers oversee large numbers of workers, making it difficult to provide sufficient support to each individual?				
Do workers not have the opportunity to communicate with colleagues or managers during work hours?				



Hazard checklist	Yes	No	Comments	Possible solutions
Is there inadequate training, tools, resources or equipment to successfully undertake tasks?				• Create opportunities for workers to communicate with one another and their managers, such as regular team meetings or check-ins. • Use technology to facilitate communication, such as instant messaging or a shared online workspace. • Encourage managers to be approachable and accessible to workers and to be open to feedback and suggestions.
Are there low levels of support for problem solving and personal development?				
Unclear job responsibilities/low role clarity				
Do workers have multiple reporting lines or supervisors with competing demands?				• Clearly define roles and responsibilities for each supervisor to avoid competing demands. • Encourage regular communication and collaboration between supervisors to coordinate tasks and priorities. • Establish clear reporting lines to ensure clear and efficient communication channels. • Clear induction processes for new staff (organisational and work area). • Provide comprehensive training to ensure workers understand the job requirements and how to complete tasks. • Develop clear job descriptions and instructions for each task. • Encourage open communication between workers and supervisors to clarify any questions or uncertainties. • Establish clear protocols for task prioritisation and deadlines. • Implement effective communication systems to ensure workers receive clear instructions about task priorities and deadlines. • Assist workers in meeting the requirements of each task by providing them with the necessary resources and support.
Are job descriptions unclear, or are performance expectations unclear?				
Are workers being tasked with a specific job without clear instructions or comprehensive information about requirements?				
Is there uncertainty about which tasks need to be completed, their priority, and deadlines?				
Have there been alterations to job descriptions and/or work areas?				



Hazard checklist	Yes	No	Comments	Possible solutions
				- Clearly consult with workers in relation to potential changes to job descriptions. - Ensure that job descriptions and performance expectations are clearly defined and communicated to workers. - Provide regular feedback and performance evaluations to ensure workers understand how their work is being assessed. - Review and update job descriptions and performance expectations as necessary to reflect changes in roles and responsibilities.
Other wellbeing factors: Poor work-life balance				
Are workers required to work long hours or excessive overtime?				- Establish limits on maximum work hours and overtime hours. - Provide additional staffing or resources to meet workload demands. - Offer flexible work arrangements and/or job-sharing opportunities. - Provision of the Employee Assistance program to support workers. - Ensure staff are aware of opportunities for flexible work arrangements, parental leave, and carer's leave. - Establish policies and expectations around work email and communication outside of normal work hours. - Provide resources and training to help workers manage work-related stress and anxiety. - Encourage workers to take time off and prioritise self-care activities outside of work.
Is there a lack of flexible work arrangements?				
Do workers lack support for family or carer responsibilities?				
Are workers unable to disconnect from work during non-work hours?				



Hazard checklist	Yes	No	Comments	Possible solutions
Other factors: Poor management practices				
Does the worker lack support from managers or supervisors?				• Ensure regular and open communication between workers and managers, offer opportunities for feedback and support, provide leadership training for managers and supervisors, and establish clear and fair performance expectations. • Establish regular communication channels, train managers and supervisors on effective communication strategies, encourage open and transparent communication, and create a culture of respect and trust. • Provide training for managers and supervisors on positive leadership strategies, establish clear and fair policies and procedures for addressing issues, ensure that workers have channels to report negative or punitive behaviour, and hold managers and supervisors accountable for their actions.
Is there poor communication from managers or supervisors?				
Are punitive or negative management styles present in the workplace?				

Relevant or potential psychosocial hazards identified for risk assessment

Use outcomes from workplace data, workplace observations, consultation and hazard identification to determine and prioritise relevant psychosocial hazards that require risk assessment. Don't forget to consider how psychosocial hazards can interact. Undertake the risk assessment/s for each hazard in UQSafe.

Hazard Type	Yes	No	Comment (eg applicable to group/task or all staff)
High job demands (mental, cognitive, emotional, time pressures, role overload, physical)	☐	☐	
Low job demands	☐	☐	
Low job control (low autonomy, uncertain job security, excessive monitoring, low decision making ability)	☐	☐	
Poor support (practical assistance and emotional support from team members and managers)	☐	☐	
Low role clarity (multiple reporting lines, limited instructions, uncertainty about task, priorities, change of duties without consultation)	☐	☐	
Poor change management	☐	☐	
Low reward and recognition	☐	☐	
Poor organisational justice (bias, impartiality, favouritism, inequitable or inconsistent allocation of resources or application of policy)	☐	☐	
Poor workplace relationships, including interpersonal conflict (incivility, conflict, discrimination, unresolved issues)	☐	☐	
Remote or isolated work (isolated from the assistance of others, working away from social/support networks, excessive monitoring of workers working from home)	☐	☐	
Poor environmental conditions	☐	☐	
Work-related violence and aggression	☐	☐	
Exposure to traumatic events/materials	☐	☐	
Bullying (repeated, unreasonable behaviour)	☐	☐	
Harassment, inc sexual harassment	☐	☐	
Other- specify	☐	☐	