

Psychological health and safety

Hierarchy	
Company	

Checklist Details	
Inspector	
Date	

Inspection/Checklist	
Is employee psychological health and safety a priority?	Y / N
Observation	
Is our management team familiar with the legal and regulatory requirements and expectations related to workplace mental health and psychological safety?	Y / N
Observation	
Is there a cost of stress- related illnesses - both physical and mental - to our organization?	Y / N
Observation	
Do our policies align with occupational health and safety, labour law, tort law, contract law and employment standards with respect to psychological health and safety?	Y / N
Observation	
Do people in our organization have a common understanding of a psychologically safe workplace?	Y / N
Observation	
Are the leaders and management in our organization trained to identify the difference between a mental health problem and a performance issue?	Y / N
Observation	

Are those whose position includes managing, supervising or supporting employees, adequately trained, skilled or competent to make sound decisions?	Y / N
Observation	
Do we have resources in our organization and/or community exist for employees struggling with mental health issues?	Y / N
Observation	
Is there a system in place to measure the rates of both absenteeism and presenteeism (being unproductive while present at work) in our organization and what percentage of these may be related to psychological health and safety issues?	Y / N
Observation	
Is there a process in place to encourage frontline managers to provide a psychologically safe workplace through such measures as performance indicators and evaluation methods?	Y / N
Observation	
Does our organization help prevent discrimination by providing all employees with a basic level of knowledge about mental health issues?	Y / N
Observation	
Do the leaders and management in our organization recognize and respond to conflict in a timely and effective manner?	Y / N
Observation	
Does our organization have a policy on work-life balance?	Y / N
Observation	
Do we have crisis response policies and processes in place for issues such as suicide, violence, threats of violence or emotional breakdowns at work?	Y / N

Observation	
Are we able to accommodate complaints concerning the duty to reasonably accommodate persons with mental disabilities, which may include depression or anxiety-related disorders?	Y / N
Observation	
Does our organization have a process allowing for open communications between managers, supervisors and employees that assist us to address the needs of co-workers who are traumatized by personal or workplace issues?	Y / N
Observation	
Do we know how to reasonably accommodate those with a mental health disability at work?	Y / N
Observation	
Do we have a return to work policy that takes into account the emotional, psychological and interpersonal challenges and allows union/employee representatives a role to play in the return to work process including having the opportunity to provide input on the return to work process?	Y / N
Observation	
Are you able to determine what percentage of your disability claims are related in whole or in part to mental health issues or workplace conflict issues?	Y / N
Observation	
Does our organization work to prevent physical, relational or emotional harassment, bullying or aggression?	Y / N
Observation	