



## Joint Health and Safety Committee (JHSC) Psychological Health and Safety (PHS) Annual Review

This resource can be used by Joint Health and Safety Committees and other workplace committees as part of an annual review of workplace practices that enable an experience of health, safety, and support at work. Committees are encouraged to use this checklist to review foundational, intermediate and advanced practices for workplace psychological health and safety.

Date: \_\_\_\_\_

Psychological Health and Safety Practices	Status	How the JHSC Can Support
<b>Foundational</b>		
A. The employer (including senior leadership) is committed to psychological health and safety.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>The JHSC works collaboratively with other workplace committees to support a collaborative approach to worker wellbeing.</i>
B. The employer utilizes best practices and guidance documents to create a psychologically safe workplace (i.e. aligning with The National Standard of Canada for Psychological Health and Safety in the Workplace – CSA-Z1003).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Review relevant resources or reach out to experts such as safe work associations.</i>  <b>Tip – Access PSHSA's free Workplace Psychological Health and Safety Guide.</b>
C. Workplace parties, including the employer, supervisors, and workers, participate in mental health awareness and psychological health and safety training.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Identify and suggest opportunities for mental health training to the employer.</i>  <b>Tip – Connect with a PSHSA Consultant to understand available training.</b>
D. The employer promotes regular and ongoing communications with respect to mental health awareness and psychological health and safety.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Share psychological health and safety communications through Health and Safety Boards, intranet pages, email newsletters, etc.</i>





Intermediate		
E. The employer regularly reviews policies and procedures related to preventing psychological harm (i.e. code of conduct, discrimination, accommodations and return to work, etc.). This can include a psychological health and safety policy posted and reviewed annually.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Inquire about which policies and procedures exist, and where they can be accessed. Review relevant policies and procedures on an annual or as needed basis.</i>  <b>Tip – Access PSHSA’s sample Psychological Health and Safety Policy.</b>
F. The employer shares resources such as community health programs, promotes employee benefits offerings, and implements initiatives dedicated to promoting worker’s psychological wellbeing.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Remain current and connected with workplace resource groups, such as wellness or EDI committees. Share relevant resources with workers as needed, such as during monthly workplace inspections.</i>
G. The employer regularly reviews organizational data related to psychological injuries, incidents and illnesses. Data is leveraged to inform decision-making based on workplace locations, departments, and roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Request and review WSIB claims data for work-related mental health claims, such as mental stress injuries.</i>
H. The employer assesses risk of psychological harm from exposure to workplace violence and/or harassment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>The committee actively participates in workplace violence risk assessments and encourages worker participation in job-based assessment of psychological harm.</i>  <b>Tip – Access Radius, PSHSA’s web-based tool for psychological wellbeing on the job.</b>
I. The employer has implemented a process for reporting, recording, and investigating work-related psychosocial incidents. <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Regularly review incident forms and encourage incorporation of psychosocial incident reporting.</i>  <b>Tip – Access PSHSA’s Psychological Health and Safety Guide for additional information and resources.</b>

<sup>1</sup> **Psychosocial incidents** are events involving harmful workplace psychosocial factors.





Advanced		
J. The employer uses leading practices to assess risk of psychological harm. Example: Psychosocial factors <sup>2</sup> are considered during workplace inspections.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Engage workers in open-ended conversation during monthly inspections. Encourage workers to report psychosocial factors to supervisors.</i>  <b>Tip – Use PSHSA’s Psychological Health and Safety (PHS) Check-In for inspection checklist ideas.</b>
K. Workplace psychosocial factors are considered as root causes during injuries, incidents and illness investigations, as well as work refusals etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<i>Encourage incorporation of the workplace psychosocial factors in root cause analyses of workplace injuries with contributing PEMEP factors. PEMEP - people, equipment, materials, environment, and process.</i>  <b>Tip – Connect with a PSHSA Consultant to enhance root cause analysis processes.</b>

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Reporting psychosocial incidents enables a psychologically safe workplace. A psychologically safe workplace is created by understanding, managing, and controlling psychosocial factors.

Examples of psychosocial incidents include:

1. Bullying and Harassment: Repeated, unreasonable actions directed towards an employee or group of employees, causing stress and anxiety.
2. Workplace Violence: Physical assaults or threats of violence in the workplace.
3. High Job Demands: Excessive workload or pressure that leads to stress and burnout.
4. Low Job Control: Lack of autonomy or decision-making power in one's role

<sup>2</sup> **Psychosocial factors** are work conditions that can have either a positive or a negative effect on worker psychological health. Workplace psychosocial factors are harmful if they contribute to stress, anxiety, injury, or other negative outcomes.

