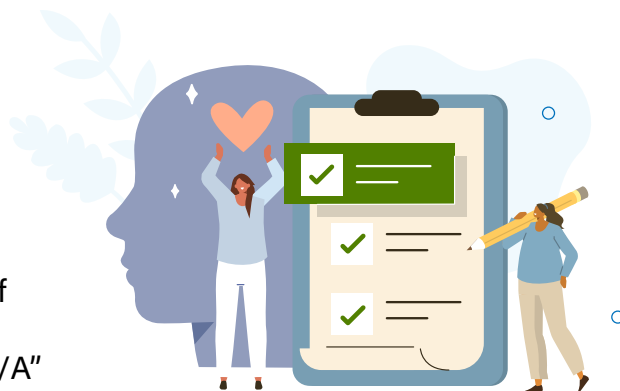


Mental Health Risk Checklist

Use this checklist to understand what your organization currently has in place to promote a psychologically safe and healthy workplace and to identify potential gaps and actions needed to make improvements. The checklist helps support a healthy and safe workplace but may not address all psychosocial hazards. Tailor it to your organization's needs.

Mark ✓ (check mark) in one of the (check box) in each row. Include possible corrective actions for each item in need of improvement in the Notes section at the end of the document. If a specific item is not applicable to your organization, write "N/A" in the Notes section.



Refer to [Measures for Promoting Mental Health](https://www.ccohs.ca/mental-health/promoting-mental-health) <https://www.ccohs.ca/mental-health/promoting-mental-health> in the Workplace to better understand the control measures recommended in this checklist.

Name of Person(s) Completing Checklist:

Date:

Psychosocial Factor

Balance

Reasonable paid time off is provided to workers

In effect:

Work in progress:

Not Started:

Workers are given multiple work breaks throughout the workday and are encouraged to take them

In effect:

Work in progress:

Not Started:

Workers are provided the opportunity to engage in healthy activities during breaks

In effect:

Work in progress:

Not Started:

Remote and hybrid work arrangements are available and supported by the organization

In effect:

Work in progress:

Not Started:

Flexible work arrangements (e.g., part-time work, compressed work week) are provided

In effect:

Work in progress:

Not Started:

Personal and family support for caregivers is offered to workers

In effect:

Work in progress:

Not Started:

A disconnecting from work policy has been developed and communicated

In effect:

Work in progress:

Not Started:

Workload is fairly distributed among workers

In effect:

Work in progress:

Not Started:

Reasonable goals, targets, and deadlines are set by leadership

In effect:

Work in progress:

Not Started:

Leaders model a positive work-life behaviour

In effect:

Work in progress:

Not Started:

Civility and Respect

Worker confidentiality is protected

In effect:

Work in progress:

Not Started:

Leaders and workers are trained on how to identify their biases

In effect:

Work in progress:

Not Started:

Official communications always use unbiased and respectful language

In effect:

Work in progress:

Not Started:

A workplace violence and harassment policy has been developed and communicated

In effect:

Work in progress:

Not Started:

A code of conduct has been developed and communicated

In effect:

Work in progress:

Not Started:

A diversity and inclusion policy has been developed and communicated

In effect:

Work in progress:

Not Started:

Leaders promote inclusivity in the workplace and support activities that help workers feel included

In effect: Work in progress: Not Started:

Leaders support workers through adversity

In effect: Work in progress: Not Started:

Clear Leadership and Expectations

Leaders help workers prioritize competing tasks and break down tasks into clear, achievable items

In effect: Work in progress: Not Started:

Workers are aware of, and agree to, their job description

In effect: Work in progress: Not Started:

Workers are aware of what is expected of them within a defined timeline

In effect: Work in progress: Not Started:

Leaders accept feedback and constructive criticism from all levels of the organization

In effect: Work in progress: Not Started:

Leaders are held accountable for fulfilling their roles and responsibilities with respect to mental health in the workplace

In effect: Work in progress: Not Started:

Leaders are trained in conflict resolution

In effect: Work in progress: Not Started:

Workers are communicated with using methods that best work for them

In effect: Work in progress: Not Started:

Engagement

Workers are encouraged to collaborate and support each other's work

In effect: Work in progress: Not Started:

Organizational culture is clearly outlined during the hiring process

In effect: Work in progress: Not Started:

Leaders are trained to lead by example and recognize the efforts of workers

In effect:

Work in progress:

Not Started:

Leaders share the news of individual and team successes

In effect:

Work in progress:

Not Started:

Growth and Development

Leaders meet with workers annually to discuss career goals

In effect:

Work in progress:

Not Started:

Mentorship and job shadowing opportunities are provided to workers

In effect:

Work in progress:

Not Started:

The organization's training needs are assessed and learning outcomes are strategized based on each worker's career goals

In effect:

Work in progress:

Not Started:

Workers are provided opportunities for training and education during working hours at no cost

In effect:

Work in progress:

Not Started:

Leaders support self-directed learning methods (e.g., webinars, conferences)

In effect:

Work in progress:

Not Started:

Involvement and Influence

There are established methods to receive feedback and suggestions from workers

In effect:

Work in progress:

Not Started:

Workers are given control over their work where possible

In effect:

Work in progress:

Not Started:

Leaders avoid micromanagement of workers

In effect:

Work in progress:

Not Started:

Leaders understand the type of environment in which each worker would be most productive

In effect:

Work in progress:

Not Started:

Workers' input is considered in important matters

In effect:

Work in progress:

Not Started:

Organizational Culture

Leaders show commitment to the psychological health and safety of workers

In effect:

Work in progress:

Not Started:

Leaders collaborate with workers to create a shared vision, mission, and values statement

In effect:

Work in progress:

Not Started:

Changes that may affect workers are communicated to them

In effect:

Work in progress:

Not Started:

Protection of Physical Safety

A health and safety policy has been developed and communicated

In effect:

Work in progress:

Not Started:

Leaders assess the workplace for hazards and implement the most appropriate control measures

In effect:

Work in progress:

Not Started:

Workers are trained to work safely and to respond when there is a threat to their health and safety

In effect:

Work in progress:

Not Started:

Workers are trained on their duty to report hazards and right to refuse unsafe work

In effect:

Work in progress:

Not Started:

Leaders promptly respond to work refusals and reports of hazards

In effect:

Work in progress:

Not Started:

Leaders abide by all organizational safety requirements

In effect:

Work in progress:

Not Started:

Root causes of all incidents are evaluated, and steps are taken to prevent recurrence

In effect:

Work in progress:

Not Started:

Emotional supports are available to workers after an incident

In effect:

Work in progress:

Not Started:

Workers are provided with the necessary resources to be protected from physical harm such as the right personal protective equipment (PPE)

In effect:

Work in progress:

Not Started:

Psychological Competencies and Demands

Each worker's role is reviewed for changes in psychological load and help is provided if load has increased

In effect:

Work in progress:

Not Started:

Job descriptions accurately reflect the required competencies and expected demands

In effect:

Work in progress:

Not Started:

There is a policy in place for hiring and promoting only those individuals who meet the requirements of the job

In effect:

Work in progress:

Not Started:

Leaders urge workers to be open about the demands of their job and if support is needed

In effect:

Work in progress:

Not Started:

Knowledge sharing is encouraged

In effect:

Work in progress:

Not Started:

Leaders help workers prepare for challenges outside their normal scope of work

In effect:

Work in progress:

Not Started:

Psychological Protection

There is a process in place for workers to report issues that could negatively affect their mental health, including complaints about leadership

In effect:

Work in progress:

Not Started:

Policies that protect workers' psychological health and safety, including issues related to harassment and bullying, discrimination, trauma, and violence at work, have been developed and communicated

In effect:

Work in progress:

Not Started:

An annual risk assessment is performed to identify and control threats to the psychological safety of workers

In effect:

Work in progress:

Not Started:

The psychological health and safety of all workers, including leaders, is assessed

In effect:

Work in progress:

Not Started:

Leaders are trained to be open-minded about different opinions on work

In effect:

Work in progress:

Not Started:

Psychological and Social Support

Team building activities are organized to build social support among team members

In effect:

Work in progress:

Not Started:

Workers with personal or health issues are accommodated

In effect:

Work in progress:

Not Started:

Leaders maintain regular communication with workers who work remotely, or are away from the workplace due to injury or illness

In effect:

Work in progress:

Not Started:

Leaders check in with employees if they notice changes in behaviour or work performance

In effect:

Work in progress:

Not Started:

Workers are encouraged to take action against psychological hazards in the workplace

In effect:

Work in progress:

Not Started:

Workers are aware of the mental health resources available to them

In effect:

Work in progress:

Not Started:

Recognition and Reward

There is an established, functional system to frequently recognize and reward the effort of workers in ways they would appreciate

In effect: Work in progress: Not Started:

Recognition and rewards are incorporated into annual performance reviews

In effect: Work in progress: Not Started:

Salaries are reviewed and fairly adjusted annually

In effect: Work in progress: Not Started:

A budget is allocated for financial rewards

In effect: Work in progress: Not Started:

Leaders communicate positive feedback to workers

In effect: Work in progress: Not Started:

Workload Management

Leaders look for ways to eliminate or reduce redundant activities to reduce workload

In effect: Work in progress: Not Started:

Flexible deadlines are put into place especially when there are competing, regularly changing priorities

In effect: Work in progress: Not Started:

Each worker's workload is reviewed to determine if it is appropriate

In effect: Work in progress: Not Started:

Clear and reasonable expectations about workload are communicated with each worker

In effect: Work in progress: Not Started:

A plan is in place for completing work during times of worker shortages

In effect: Work in progress: Not Started:

Workers are provided with the resources they need to complete their task

In effect:

Work in progress:

Not Started:

Leaders support a culture that values quality of work, time management, and teamwork more than the quantity of work completed

In effect:

Work in progress:

Not Started:

Notes: