equity

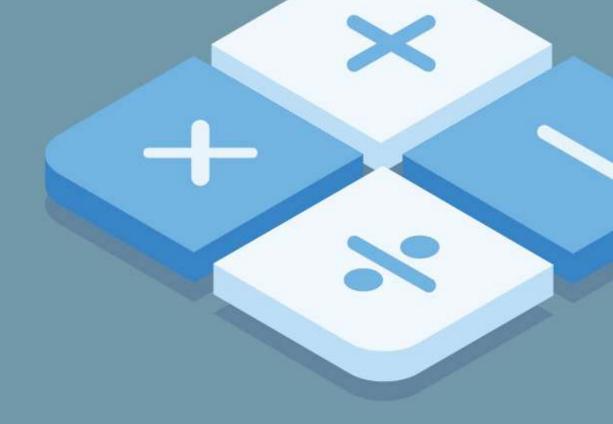## An Audit of Psychological Safety in the Workplace

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Audit Checklist – Creating safe workspaces.

Goals: List your goals in order of priority.

1. Benefits of balance for employees: lifestyle, workplace, personal
   1. Greater morale
   2. Reduced stress and burnout.
   3. Enhanced performance and productivity
   4. Reduced absenteeism.
2. Respect and trust
   1. Effective teamwork
   2. Reduced conflict.
   3. Fewer grievances
   4. Reduced risk management (litigation)
   5. Increase in positive external/client/customer relations.
   6. Reduction in staff turnover
3. Leadership
   1. Clear expectations for employees and teams
   2. Effective work practices (work smarter not harder)
   3. Develop tools for resilience and adaptability.
   4. Create trust in leadership.
   5. Clear vision
   6. Positive practices, procedures, and protocols for conflict resolution
4. Engagement
   1. Enhanced performance and productivity
   2. High morale and motivation
   3. Employee retention
   4. Acquiring top talent to your organizations
   5. Improved client and customer relations
   6. Opportunity for growth (retention)
   7. Decreased absenteeism.
5. Growth and Development
   1. Communication; trust and respect
   2. Succession planning
   3. Growth opportunities; internal promotions
   4. Enhanced customer service, products, quality

6. Involvement
    1. Employee engagement in job and roles increases performance and engagement.
    2. Learn to take active role in resolving conflict.
    3. Create trust and respect between employees and leadership.
7. Organization Structure
    1. Higher job satisfaction
    2. Improved teamwork
    3. Increased positivity
    4. Stronger employee retention
    5. Increased opportunities for growth and learning
    6. Positive public image
8. Physical safety
    1. Fewer job injuries and accidents
    2. Reduction in costs due to absenteeism and retraining.
    3. Reduction in costs due to WCB and OH&S
9. Psychological Safety
    1. Reduced absenteeism.
    2. Reduced conflict.
    3. Empathy and support for employees
    4. Reduced workplace accidents and incidents.
    5. Trust and respect
    6. Creativity and innovation

10. Mental Health Awareness
    1. Improved health of all employees and leadership
    2. Increased productivity
    3. Reduced costs due to absenteeism.
    4. Increased morale
    5. Safe spaces for difficult conversations
    6. Improved teamwork
    7. Conflict reduction
    8. Increase in trust and respect.
    9. Increase in morale.
11. Workload management
    1. Better work/life balance
    2. Increase in productivity and creativity.
    3. Decrease in job related errors, accidents, incidents
    4. Increase in retention and loyalty.
12. Create recognition and reward.
    1. Enhanced employee satisfaction
    2. Increased motivation
    3. Encourage innovation and creativity.
    4. Trust and respect: labour relations, teamwork

QUESTIONS

1. Do you have programs and policies to create workplace burnout?
2. Does the workload provide balance for employees and leadership?
3. Does the work environment provide a place of trust and respect?
4. What policies, protocols and procedures are in place to mitigate conflict?
5. How is inappropriate behavior addressed?
6. Do employees and leaders show each other respect for ideas, values and beliefs that are diverse?
7. Is there a clear vision for the organization?
8. How are employees informed about change?
9. What mechanisms are in place that provide clear and concise communication?
10. Do employees have learning development opportunities?
11. Are employees provided the necessary training to do their jobs?
12. Are employees and leaders held accountable for their actions and decisions?
13. Is your workplace inclusive of employees with diverse backgrounds and skill sets?
14. What are your core values?
15. What protocols and procedures are in place to handle work place bullying?
16. How do employees raise concerns about psychological health and safety?
17. Do you have a mental health awareness program?
18. Do you have mental health supports/benefits available?

DATA to collect:

1. Policies, practices, reports, documents, statistics relevant to employees and organization's structure
    1. Workplace bullying and harassment.
    2. Conflict resolution
    3. Formal and informal complaints and grievances
    4. Mediation or external consultants
    5. Absenteeism
    6. Employees surveys
    7. Measures of quality or productivity
2. Input from employees: suggestions complaints, health and safety committee reports, employee surveys
    1. Employee feedback
    2. Exit interviews.
    3. Employee evaluations and feedback/performance reviews
    4. Concerns (formal or informal) regarding leadership
3. Growth and development
    1. Training and leadership development policies
    2. Budget
    3. Internal and external opportunities
    4. Participation rates and feedback from past training
    5. Current process for internal promotion
4. Health and Safety
    1. Current policies and procedures: internal and external (laws)
    2. Relevant legislation
    3. Minutes of health and safety committee meetings
    4. Safety inspections and follow-up records
    5. Accident, workplace related illness and incident reports (near misses as well)

5. Psychological Health and Safety
    1. Sick days
    2. Disability by role
    3. Performance evaluations
    4. Turn over by jobs/roles.
    5. Absenteeism data
    6. Policies and procedures on respectful workplace practices, harassment and bullying.
    7. Documentation of inappropriate behaviour: external and internal
    8. Rates of staff complaints, grievance, and litigation
    9. Use of benefits: drugs, employee and family assistance, psychological support
    10. Employee data on stress and mental health concerns
    11. Mental health awareness program
6. Workload
    1. Accurate records of hours worked and overtime.
    2. Processes for task lists and assignments
    3. Employee feedback
7. Recognition and Reward
    1. Industry and regional information – pay equity (roles)
    2. Compensation formulas
    3. Existing recognition
    4. Contracts and collective agreements

Psychological Safety is Essential for a Healthy Cohesive Work Environment.

https://growleaders.ca