



Step 1: Understand

Policies and Processes Checklist

This checklist is a quick and useful way for you to ensure you are meeting legal requirements and providing workers with a safe work environment.

	Checklist item	What this means
☐	Know my legal duties for managing psychosocial safety	You know the laws you must follow to protect workers' mental and physical health
☐	Identify psychosocial hazards in my workplace	You have identified risks like high workload, conflict, bullying, or fatigue
☐	Understand the potential harms caused by psychosocial hazards	You know how these risks can affect workers' health, wellbeing, and ability to work safely
☐	Regularly consult with workers about workplace health and safety	You talk to workers to identify issues concerning or affecting them, advise them of workplace changes, and ask for feedback
☐	Provide and promote support services (e.g. EAP)	Workers know what support is available and feel able to use it
☐	Ensure my workers know where and how to report incidents and concerns	Workers know what to report and who to report it to



An initiative of the WorkCover Board Tasmania, delivered by WorkSafe Tasmania

	Checklist item	What this means
☐	Have processes in place to implement reasonable adjustments to work duties and hours when needed	You can make practical changes to duties or hours to support worker safety
☐	Have formal policy and/or procedures to support worker mental health	There is a clear, written approach to supporting workers' mental health
☐	Have formal policy and/or procedures to manage bullying and harassment	Workers understand what bullying and harassment are and understand how complaints are handled
☐	Have formal policy and/or procedures to support work-life balance (e.g. flexible working arrangements, parental and carers leave)	Workers know what flexibility or leave options are available and how to access them
☐	Have formal policy and/or procedures for injury management, including a nominated mentor or peer support person	There is a clear system to support workers after an injury, including guidance and a support person
☐	Have formal policy and/or procedures to support return-to-work	You support workers to return safely using suitable duties or adjustments
☐	Clearly communicate safety plans to workers	Workers understand what you are doing to keep them safe and can provide feedback
☐	Regularly review my policies and procedures	You check whether your actions are working and update them when needed



For more information and guidance, please see www.worksafe.tas.gov.au/mindsmatter