

Site Inspection completed by:

1. Date and Time

2. Entity Name

3. ABN

4. Trading As:

5. Address

6. PCBU Contact

7. Contact details

8. HSR

9. Audit Participants

1. What do you understand about psychosocial hazards? s19(3)(a); s27

2. Have you done a psychosocial risk assessment for the workplace? 19(3)(a) & R34, R55D

YES

NO

3. If yes, what factors did you take into consideration to assess risks and decide on adequate control measures to manage those risks? – 19(3)(a) & R55D

4. What control measures do you have in place that are designed to eliminate or minimise sources of workplace stressors? S19(3)(a) & R35, R36

Sources of stress can include (but are not limited to): job demands, poor job clarity, inadequate reward & recognition, traumatic events or material, remote or isolated work, workplace conflict, poor organisational justice, bullying, sexual harassment, violence and aggression, job insecurity.

5. What policies or processes do you have to manage sources of workplace stress, such as performance and conduct, complaints, change management, workplace conflict, etc? s19(3)(c) / R34, R36

6. Have workers been informed on how to recognise psychosocial hazards and risks? S19(3)(a), (c) / R39

YES

NO

How? (evidence sighted)

7. What system(s) are in place for workers to report psychosocial hazards to management?

8. What role/position (manager, supervisor, etc) is responsible for ensuring reported hazards are handled in a fair and timely manner?

9. How do managers ensure they are managing workload, performance and conduct issues effectively?

10. How often do you review your psychosocial control measures to ensure they remain suitable and fit for purpose? S19(3)(a),(c) / R37, R38, R55D

11. Have workers been consulted as to how the business will manage psychosocial risks? s47, s48, s49 / R55D

YES

NO

How? (evidence sighted)

12. How do you know that the information, training and instruction given to workers is readily understood? S19(3)(a), (c) / R39

Non-compliance identified/Notices:

Comments/Notes: