

Managers Checklist – Psychosocial Risks

The HSE define psychosocial risks as:

things that may affect workers' psychological response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are:

- high workloads,
- tight deadlines,
- lack of control of the work and working methods.

Work through the checklist below to correctly plan and manage psychosocial risks in your department. The more yeses you can tick, the more robust your management system is.

For support, please contact the Health, Safety and Welfare Team by e-mailing:

safetyadvice@gov.im

Department:

Address:

Carried Out by:

Date Carried Out:

Plan:	Yes	No	Unsure
Do you have a business policy or procedure for the following psychosocial risks:			
• Work-related stress?			
• Violence, bullying and harassment?			
• Lone working?			
• Substance (drugs and alcohol) misuse?			
• Change management?			
• Absence management?			
• Equality and inclusion?			
Do business partners from such as HR and H&S work collaboratively with you and your departmental representatives to address psychosocial risks?			
Are there clear roles and responsibilities for the management of psychosocial risks?			
Do senior managers consider psychosocial hazards and risk when planning organisational change?			

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<p>Do your controls of psychosocial risks include:</p> <ul style="list-style-type: none"> • Primary controls – to prevent psychosocial conditions before they occur e.g. by awareness training? • Secondary controls – to detect psychosocial conditions early and reduce the impact when they occur to support workers to overcome the conditions e.g. by direct line management intervention and temporary flexible working arrangements. • Tertiary controls – to soften the impact of long-term ongoing psychosocial conditions e.g. by providing support or offering permanent changes to working arrangements. 			
Comment:			
Do:			
<p>Do you:</p> <ul style="list-style-type: none"> • Effectively communicate your business policy and procedures on the management of psychosocial risks to all your employees? • Include consideration of psychosocial risks in your risk assessments? • Consult employees on psychosocial risks? • Provide structured support to employees who are adversely affected by psychosocial factors, for example, a confidential helpline/welfare? • Support a confidential whistleblowing process? 			
Check:			
<ul style="list-style-type: none"> • Does your monitoring and audit programme include a review of the management of psychosocial risks? 			
<ul style="list-style-type: none"> • Do you have a substance misuse testing process? 			
Act:			
<ul style="list-style-type: none"> • Are senior managers briefed on psychosocial factors and risks? 			
<ul style="list-style-type: none"> • Do senior managers allocate the resources necessary to manage psychosocial risks? 			

