

22 Psychosocial Hazards Documentation Checklist

Based on the Comcare Code of Practice & SafeWork Australia Guidelines — applicable in all states and territories: NSW · QLD · VIC · WA · SA · TAS · ACT · NT

Use this checklist to confirm your psychosocial hazard assessment covers all 22 hazard categories recognised under Australian WHS legislation. Each hazard must be considered, documented, and controlled under the hierarchy of controls. Base your evidence on worker consultation, surveys, incident data, and management review.

Applicable legislation: Model WHS Act 2011 · Comcare CoP 2024 · NSW · QLD · VIC · WA · SA · TAS · ACT · NT WHS/OHS Acts & Regulations

HAZARD CHECKLIST — assess, document and control each of the 22 hazards below

WORK DESIGN

- ☐ **01 Job demands**
Doc: Workloads, time pressure, emotionally distressing tasks, under-stimulating or insufficient work.
- ☐ **02 Low job control**
Doc: Autonomy over how/when/where work is done; extent of supervision; ability to use skills.
- ☐ **03 High emotional demands**
Doc: Sustained emotional labour, managing distressed clients/patients, suppression of emotional responses.
- ☐ **04 Monotonous work**
Doc: Highly repetitive or cognitively under-stimulating tasks causing disengagement and attention deficits.
- ☐ **05 Unpredictable work demands**
Doc: Unpredictable rosters, on-call without adequate notice, surge periods, rapidly changing priorities.
- ☐ **06 Role conflict or lack of role clarity**
Doc: Conflicting priorities, unclear responsibilities, missing task information or training.
- ☐ **07 Fatigue**
Doc: Shift lengths, rest periods, FIFO/DIDO arrangements, overnight work, travel time before shifts.

ORGANISATIONAL FACTORS

- ☐ **08 Poor support**
Doc: Supervisor and peer support adequacy, EAP access, resources, equipment, information and feedback.
- ☐ **09 Poor organisational change management**
Doc: Planned changes, consultation processes, notice periods, support during transitions.
- ☐ **10 Inadequate reward and recognition**
Doc: Effort–reward balance, pay fairness, career advancement opportunities, acknowledgement practices.
- ☐ **11 Poor organisational justice**
Doc: Fairness in decision-making, policy consistency, resource allocation, performance management.
- ☐ **12 Job insecurity**
Doc: Employment stability concerns, contractor arrangements, communication of business outlook.

WORK ENVIRONMENT

- ☐ **13 Hazardous physical environment**
Doc: Noise, temperature, air quality, and physical conditions generating a psychological stress response.
- ☐ **14 Remote or isolated work**
Doc: Solo worker arrangements, remote locations, access to support, communication capability.
- ☐ **15 Intrusive surveillance**
Doc: Monitoring methods, frequency, reasonableness, and whether workers are informed of surveillance.

TRAUMATIC EXPOSURES

- ☐ **16 Traumatic events or materials**
Doc: Direct exposure to critical incidents or distressing content as part of the role.
- ☐ **17 Secondary traumatic stress**
Doc: Vicarious trauma for workers who regularly support or debrief others experiencing trauma.

INTERPERSONAL FACTORS

- ☐ **18 Violence and aggression**
Doc: Incidents of abuse, threats or assault; prevention controls and response procedures.
- ☐ **19 Bullying**
Doc: Repeated unreasonable behaviour, complaint history, investigation and outcome records.
- ☐ **20 Harassment including sexual harassment**
Doc: Unwelcome conduct based on protected attributes; complaint processes; positive duty measures.
- ☐ **21 Conflict or poor workplace relationships**
Doc: Interpersonal conflict patterns, team relationship breakdowns, communication breakdowns.
- ☐ **22 Psychological safety in high-risk industries**
Doc: Whether workers can raise safety concerns without reprisal — critical in construction and mining.

FOR EACH HAZARD IDENTIFIED — DOCUMENT THE FOLLOWING:

- ☐ **Current difficulties**
Worker consultation, survey data, incident records, turnover or absenteeism trends.
- ☐ **Hierarchy of controls**
Elimination !' Substitution !' Engineering !' Administrative (most to least preferred).
- ☐ **Action plan**
Action required + responsible owner + due date + completion status.
- ☐ **Review date**
When the hazard will be re-assessed — at minimum annually or after any significant change.
- ☐ **Existing controls**
Controls already in place and evidence of their effectiveness.
- ☐ **Risk rating**
Likelihood × Consequence using your organisation's risk matrix.
- ☐ **Consultation record**
Who was consulted, when, method used (survey / interview / focus group), and outcomes.