

# The Healthy Workspace

## WORKPLACE PSYCHOSOCIAL HAZARD CHECKLIST

### INSTRUCTIONS:

- Read each question carefully and consider your own experiences within your workplace.
- Select the answer that best reflects your current situation.
- As you answer each question, you'll see an interpretation of your score on the right. Once you complete all questions, proceed to the next section for further insights and recommendations tailored to your results.

### JOB DEMANDS

1. Do you often feel overwhelmed by your workload or have difficulty meeting deadlines?

- ☐ • Very Often  
☐ • Often  
☐ • Sometimes  
☐ • Rarely  
☐ • Never

2. Do you have enough time to complete your tasks without feeling rushed or pressured?

- ☐ Rarely or never.  
☐ Sometimes.  
☐ Usually.  
☐ Always.

3. Do you feel like your skills and abilities are being fully utilized in your current role?

- ☐ No, I feel underutilized.  
☐ Not always.  
☐ Mostly.  
☐ Yes, definitely.

### FEEDBACK

Score Range	Interpretation
0-15	<b>Low:</b> Significant room for improvement, potential psychosocial hazards are likely present
16-30	<b>Medium:</b> Some areas of strength, but also areas that could benefit from attention
31-45	<b>High:</b> Healthy workplace culture with strong support for employee well-being

### CONTROL AND AUTONOMY

1. Do you have a say in how your work is organized and carried out?

- ☐ No, I have very little control.  
☐ Some aspects, but not all.  
☐ Most aspects.  
☐ I have complete control over my work.

2. Are you able to make decisions about your work priorities and schedule?

- ☐ Rarely or never.  
☐ Sometimes.  
☐ Usually.  
☐ Always.

3. Do you feel empowered to suggest improvements or changes to your work processes?

- ☐ No, I don't feel comfortable doing so.  
☐ I hesitate to do so.  
☐ Sometimes.  
☐ Yes, I feel encouraged to do so.

### FEEDBACK

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0-15	<b>Low:</b> Significant room for improvement, potential psychosocial hazards are likely present
16-30	<b>Medium:</b> Some areas of strength, but also areas that could benefit from attention
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## SUPPORT AND COMMUNICATION

## 1. Do you feel supported by your colleagues and supervisors?

- ☐ Rarely or never.  
☐ Sometimes.  
☐ Usually.  
☐ Always.

## 2. Do you have enough time to complete your tasks without feeling rushed or pressured?

- ☐ Rarely or never.  
☐ Sometimes.  
☐ Usually.  
☐ Always.

## 3. Do you feel like your skills and abilities are being fully utilized in your current role?

- ☐ No, I don't feel comfortable doing so.  
☐ I hesitate to do so.  
☐ Sometimes.  
☐ Yes, I feel encouraged to do so.

## FEEDBACK

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## WORKPLACE RELATIONSHIPS

## 1. Have you experienced or witnessed any form of bullying, harassment, or discrimination in your workplace?

- ☐ Yes, frequently.  
☐ Sometimes.  
☐ Rarely.  
☐ Never.

## 2. Do you feel respected and valued by your colleagues and supervisors?

- ☐ Rarely or never.  
☐ Sometimes.  
☐ Usually.  
☐ Always.

## 3. Is there a culture of open communication and conflict resolution in your workplace?

- ☐ No, conflicts are often ignored or poorly managed.  
☐ Not always.  
☐ Mostly.  
☐ Yes, there is a strong emphasis on open communication and conflict resolution.

## FEEDBACK

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## WORK ENVIRONMENT

## 1. Is your physical work environment comfortable and safe?

- ☐ No, it's uncomfortable or unsafe.  
☐ There are some issues.  
☐ Mostly.  
☐ Yes, it's comfortable and safe.

## FEEDBACK

Score Range	Interpretation
0-15	<b>Low:</b> Significant room for improvement, potential psychosocial hazards are likely present

2. Do you have the necessary resources and equipment to perform your job effectively?

- ☐ No, I lack essential resources or equipment.
- ☐ Some resources are lacking.
- ☐ Mostly.
- ☐ Yes, I have everything I need.

3. Do you feel like your work-life balance is healthy and sustainable?

- ☐ No, I often struggle to balance work and personal life.
- ☐ It's a challenge at times.
- ☐ Mostly.
- ☐ Yes, I have a good work-life balance.

16-30	<b>Medium:</b> Some areas of strength, but also areas that could benefit from attention
31-45	<b>High:</b> Healthy workplace culture with strong support for employee well-being

DISCLAIMER

This checklist is intended for informational purposes only and should not be considered a substitute for professional advice.

Category	Response	Points
Always / Yes, definitely	4	
Usually / Mostly	3	
Sometimes	2	
Rarely / Not always / I hesitate to do so	1	
Never / Rarely or never / No, I don't feel comfortable doing so / No, it's uncomfortable or unsafe / No, I lack essential resources or equipment / No, I often struggle to balance work and personal life / No, conflicts are often ignored or poorly managed	0	

Section	Questions	Score Calculation
Job Demands	1-3	Sum of points from questions 1-3
Control and Autonomy	1-3	Sum of points from questions 1-3
Support and Communication	1-3	Sum of points from questions 1-3
Workplace Relationships	1-3	Sum of points from questions 1-3
Work Environment	1-3	Sum of points from questions 1-3
Overall Checklist Score	All	Sum of all section scores

Example:

Section	Answers	Score
Job Demands	Often, Sometimes, Mostly	3 + 2 + 3 = 8
Control & Autonomy	Rarely, Usually, Yes	1 + 3 + 4 = 8
Support & Communication	Sometimes, Usually, Yes	2 + 3 + 4 = 9
Workplace Relationships	Rarely, Usually, Mostly	1 + 3 + 3 = 7
Work Environment	No, Sometimes, Mostly	0 + 2 + 3 = 5
Overall Score		8 + 8 + 9 + 7 + 5 = 37 (Medium)

Category	Score	Recommendation
Job Demands	High	Your responses suggest you're effectively managing your workload and job demands. Continue to prioritize work-life balance and self-care to prevent burnout. Consider sharing your strategies with colleagues to promote a healthy work environment.
	Medium	You might be experiencing some challenges with job demands. Explore time management techniques and discuss workload concerns with your manager. Prioritize tasks effectively and consider delegating when possible.
	Low	It's important to address your job demands proactively to prevent burnout. Communicate openly with your manager about your workload and explore potential solutions, such as adjusting deadlines or redistributing tasks.
Control & Autonomy	High	Your sense of control and autonomy is likely contributing positively to your well-being. Continue to seek opportunities for growth and development and actively participate in decision-making processes.
	Medium	While you have some control over your work, there might be areas where you feel less empowered. Identify tasks or projects where you can take more ownership and discuss your preferences with your manager.
	Low	It's important to feel a sense of control and autonomy in your work. Proactively seek opportunities to contribute your ideas and take initiative on projects. Openly communicate your desire for more autonomy with your manager.
Support & Communication	High	You seem to feel well-supported and have effective communication channels at work. Continue to nurture these relationships and offer support to your colleagues.
	Medium	While there's support and communication present, there might be room for improvement. Seek out opportunities for collaboration and proactively communicate your needs and concerns to your team and manager.
	Low	Feeling supported and having open communication are essential for well-being. Identify areas where communication can be improved and initiate conversations with your colleagues and manager to build stronger relationships.
Workplace Relationships	High	Your positive workplace relationships are likely contributing to a positive work environment. Continue to nurture these connections and participate in team-building activities.
	Medium	While you have some positive relationships, there might be areas for improvement. Take initiative to connect with colleagues and participate in social events to strengthen your workplace relationships.
	Low	Building positive relationships at work can enhance your overall well-being. Identify colleagues you'd like to connect with and find common interests or projects to collaborate on. Don't hesitate to seek support from your manager or HR if you're facing any challenges in your relationships.
Work Environment	High	Your positive work environment is likely contributing to your overall well-being. Continue to appreciate and contribute to this positive atmosphere.
	Medium	While there are some positive aspects of your work environment, there might be areas for improvement. Identify any specific concerns you have and discuss them with your manager or colleagues.
	Low	Addressing concerns about your work environment is important for your well-being. Identify specific areas that need improvement and proactively communicate your feedback to your manager or HR.