

The Safe Six: Psychologically Safe & Healthy Workplace Readiness Essentials Checklist

This checklist is meant to be a starting point to understand your strengths and shortcomings when it comes to having a psychologically safe and healthy workplace. For each line please check the box if the sentence relates to your organization, most of the time. Then use the Safe Six Worksheet, which provides ways to implement opportunities to create a safer and healthier workplace.

Culture

- Do you have a culture that has a work environment which promotes honesty, tolerance, respect and fairness are modelled, encouraged and reinforced?
- Do you have an environment where communication is open, candid and thoughtful?
- Do both employees and leader have the courage and confidence to have the tough conversations about performance, mental health?

Work Characteristics and Workload

- Is there a good fit between employees' interpersonal and functional competencies and the job itself?
- Can tasks, responsibilities & workloads be accomplished successfully within the time available/ during assigned hours?

Clear Leadership Direction

- Is your leadership effective and does it support staff to know what they need to do?
- Does your leadership acknowledge and appreciate all efforts in a fair & timely manner?

Employee Engagement

- Are employees encouraged and supported in being successful at work?
- Is each person involved in how work is done/decisions are made?
- Do employees feel motivated to do their job well?
- Does the company hold all accountable for expected behaviours and deliverables, including leaders?

Safety of the Workplace

- Are employees and leaders respectful and considerate in interactions with one another as well with customers and the public?
- Is psychological safety ensured - from harm or threats (harassment, discrimination, violence)?

Balance & Support

- Is there recognition of the need for balance between demands of work, family and personal life?
- Does the company address psychological and mental health concerns and respond appropriately as needed?
- Does the company demonstrate the balance between compassion and accountability?