COVID-19 Psychological Risk Assessment Template

	Step 1 - Identify	Step 2 - Assess	Step 3 - Control	Step 4 – Monitor & Review
	Identify (through enquiry) potential risk factors	*Assign a risk rating & priority to address*	*Measures to control / mitigate the risk identified*	*Record how and when the risk/hazard will be reviewed*
Risk Factor	Aim to collect data that can be used to inform group and/or organisational interventions. • Review documentation e.g. policies and procedures • Pulse checks • Analyse workforce data e.g. absenteeism / leave trends, workers' compensation, EAP usage, work schedules, understaffing, grievances • Consult, use focus groups and / or individual check-ins • Inspections, to ensure work practices are being adhered to. • Direct observation.	Consider the likelihood and potential consequence of the risks factors harm to health with current controls. Prioritise risks in the order that they will be addressed (short, medium and long term).	Consult with employees to decide on measures to eliminate or minimise risk factors. There are 3-types of intervention levels: • Primary: before hazards are present • Secondary: after hazards are present but before harm occurs • Tertiary: after injury/ harm has occurred	Develop an action plan with targets to show how risk control measures will be implemented, resourced and monitored. Review times will be dependent on the types of controls implemented. Use the same data collection methodologies as those for the initial assessment.
Autonomy *Extent to which employees have the opportunity to decide how and when they task are completed. Provide input to decision making.*	☐ low participation in decision-making due to rapid change ☐ lack of control over work methods and scheduling of work ☐ other (describe):		Examples include; ☐ consult with employees ☐ provide flexibility ☐ ask employees what they require (equipment, resources, support) to perform the inherent requirements of their role	
Support *The level of support employees perceive to receive from leadership & colleagues.*	☐ working from home or in isolation ☐ isolated work due to decreased numbers in the workplace ☐ failure (perceived or real) to not implement new policies and procedures to address new working arrangements ☐ experienced lack of support due to concerns and requests being dismissed ☐ other (describe):		☐ *support leaders with training opportunities* ☐ *coach leaders to regularly ask workers how they are going* ☐ *provide employees with a point of contact(s) to discuss concerns* ☐ *proactively support employees who are more at risk of workplace psychological injury (e.g. frontline, from home, isolated)* ☐ *Ensure all managers and employees are aware of the EAP or LGIS Counselling service.*	
Role Clarity *The level of clarity employees have of the key objectives, core tasks and responsibilities of their role.*	☐ lack of task and role clarity due to changes in work role (more so in employees that have been redeployed, or roles that have changed due to WFH) ☐ lack of clarity around role specific priorities through change ☐ other (describe):		☐ *leadership commitment to review job roles regularly with employees* ☐ *regular check-ins with employees and clear direction on role expectations* ☐ *support employee innovations to address the psychosocial risks where identified*	
Relationships *The extent of good working relationships in the workplace.*	☐ workplace bullying, harassment, racism, discrimination or stigma stemming from COVID-19, towards those that have had COVID-19 or are perceived to be a greater risk to others ☐ deterioration of workplace relationships (e.g. poor relationship with co-workers and superiors, interpersonal conflict) ☐ less regular and effective two-way communication ☐ decreased opportunity for workplace social connections and interactions ☐ other (describe):		☐ *address unhealthy workplace behaviours immediately (i.e. grievance, process, workplace behaviours training)* ☐ *ensure all policies & procedures relevant to workplace behaviours are up to date* ☐ *implement formal and informal mechanisms to support connection*	

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Change Extent to which change is management in the workplace.	☐ experienced or perceived lack of planning as a result of the pace of the pandemic ☐ failure to provide information and training, consulting and communicating with or supporting workers during change ☐ lack of sufficient consideration of the potential OHS and performance impacts due to COVID-19 ☐ lack of regular & transparent communication during change ☐ other (describe):		☐ *stay informed with information from official sources and regularly communicate or share this information with staff* ☐ *communicate any changes, or no change to work practices* ☐ *make workplace information available in a central place* ☐ *consult your workers and representatives on any risks to their psychological and physical health and safety*	
Reward & Recognition Extent to which leadership recognise, reward and communicate appreciation of employee work and contribution.	☐ feedback is provided to employees regularly ☐ feedback is provided through the performance management process ☐ good work & achievements recognised ☐ other (describe):		☐ *acknowledge the small wins* ☐ *implement an employee recognition program* ☐ *provide recognition when it is due*	
Organisational Justice Employees' perception of fairness at work.	Perception of fairness in: ☐ how processes and procedures are carried out. ☐ in treatment of individuals when decisions are made. Are employees treated with respect and dignity? Are the reasons for decisions explained? ☐ decision outcomes and the distribution of resources.		☐ *review & adapt any policies or procedures to increase clarity* ☐ *regular staff and leadership training on policies & procedures*	
Job Demands Aspects of work that require effort or unreasonable demand. In excess, or when there are insufficient buffering job resources, job demands can cause stress and discomfort	**Time demands** ☐ increased workloads ☐ increased work hours ☐ lack of control over work methods, pace and/or rate ☐ other (describe): **Cognitive demands** ☐ high level of adjustment of work practices due to COVID-19 ☐ performing sustained complex work / requires a high level of decision making ☐ work that requires extended periods of concentration ☐ other (describe): **Work and environmental conditions** ☐ roles that are more at risk of exposure to COVID-19 ☐ isolation as a result of suspected workplace exposure ☐ poor management of OHS risks, lack of equipment & resources, such as insufficient appropriate PPE ☐ exposure to poor conditions (heat, noise, cold) in temporary workplaces ☐ other (describe): **Emotional demands** ☐ increased work-related violence or threats, aggression and incivility from members of the public ☐ serious illness or death of colleagues ☐ limitations on workers offering the same assistance to colleagues or members of the public as they normally would ☐ witnessing others' distress in situations where they can't access their normal services or support ☐ other (describe):		**Time Demands** ☐ *identify any employees working overtime. Work with the employees members to identify route contributors to workload. Manage with degree of flexibility* **Cognitive Demands** ☐ *encouraging employees to take regular breaks, with leaders role modelling this behaviour* ☐ *where employees are distressed about the challenging conditions caused by the pandemic, acknowledge their reactions about the situation, provide support and reasonable adjustments* **Work Environment** ☐ *identify vulnerable groups due to COVID-19 and provide support and adjustments as required.* ☐ *through consultation, align work practices to COVID-19 OHS guidelines* ☐ *inform employees about their rights under OHS laws* **Emotional demands** ☐ *monitor community to employee interactions, to ensure respectful behaviour. If required, implement additional controls* ☐ *inform employees about their entitlements if they become unfit for work or have caring responsibilities* ☐ *Ensure all managers and employees are aware of the EAP or LGIS Counselling service.*	