

PSYCHOLOGICAL HEALTH AND SAFETY IN THE WORKPLACE

1 PURPOSE

(Company Name) recognizes that workplace factors can contribute to the psychological health of workers. While it is understood there are varying degrees of stress inherent in work, using the National Standard on Psychological Health and Safety in the Workplace as a guide, (Company Name) aspires to foster an environment where continuous improvement in work practices and processes address psychological safety and support employee mental health.

2 DEFINITIONS

Health and Safety Management System	A process put in place by an employer to minimize the risk of injury and illness. This is made possible by identifying, assessing and controlling/mitigating risks in workplace operations.
National Standard on Psychological Health and Safety in the Workplace (CSA-Z1003-13)	CSA-Z1003-13, to be referred to as 'The Standard', is a standard which specifies requirements for a documented and systematic approach to develop and sustain a psychologically healthy and safe workplace. ¹
Psychological safety	The absence of harm and/or threat to mental well-being that a worker might experience. ¹
Psychological Health and Safety Management System (PHSMS)	A proactive and coordinated approach that embeds safety into everyday practice. PHSMS includes the following 5 elements: <ul style="list-style-type: none"> • Commitment, leadership and participation • Planning • Implementation • Evaluation and corrective action • Management review ¹
Psychologically healthy and safe workplace	A workplace that promotes worker's psychological well-being and actively works to prevent harm to worker psychological health in negligent, reckless or intentional ways. ¹
Psychosocial risk factor	Elements of the work environment, management practices, and/or organizational dimensions that increase the risk to health. ¹
Organization	A company, employer, operation, undertaking, establishment, enterprise, institution, or association, or a part or combination thereof, that has its own management.
Workers	A person employed by an organization or a person under the day-to-day control of the organization, whether paid or unpaid, which includes staff, supervisors, managers, leaders, contractors, subcontractors, physicians, service providers, volunteers, students, or other stakeholders actively engaged in undertaking activities for the benefit of the organization.

3 POLICY STATEMENT

(Company Name) is committed to the establishment, promotion, maintenance, and continual improvement of a workplace psychological health and safety management system (PHSMS) that:

- Is aligned with our organizational values and ethics and respects the principles of mutual respect, confidentiality and cooperation
- Has the resources (human and financial) and authority needed to ensure successful establishment, promotion, maintenance, and continual improvement of the PHSMS
- Ensures a cross-section of workers are involved in the development, implementation, and continual improvement of the system
- Establishes and implements a process to evaluate the effectiveness of the system and implement changes

4 SCOPE OF POLICY

4.1 Workers Covered

This policy applies to all workers engaged in work at (Company Name) and all workers are expected to comply with the policy.

4.2 Organizational Psychosocial Factors

Psychosocial Factors have been identified that can positively or negatively impact a worker's psychological responses to work and work conditions.

These include the following:

- Psychological support
- Organizational culture
- Clear leadership and expectations
- Civility and respect
- Psychological job demands
- Growth and development
- Recognition and reward
- Involvement and influence
- Workload management
- Engagement
- Work/life balance
- Psychological protection from violence, bullying and harassment
- Protection of physical safety
- Other chronic stressors as identified by workers

4.3 Workplaces Covered

For the purpose of this policy all workplaces are included. Workplace is to be construed broadly as any area or location where a worker works for (Company Name), or is required or permitted to be present while engaging in service (including social events) on behalf of (Company Name)

5 ROLES & RESPONSIBILITIES

5.1 Organization

- Consistent with The Standard and its identified psychosocial factors, (Company Name) will work towards promoting a psychologically healthy and safe work environment for workers. This will be achieved by:
 - Identifying and eliminating hazards in the workplace that pose a risk of psychological harm to workers
 - Assessing and mitigating the risks in the workplace associated with hazards that cannot be eliminated
 - Implementing structures and practices that support and promote psychological health and safety in the workplace
 - Fostering a culture that promotes psychological health and safety in the workplace
- The focus will be on:
 - The psychological safety of workers
 - Maintaining and promoting psychological health
 - Support and resolution of incidents or concerns

5.2 Workers

- Communicate issues/ideas regarding psychological health, safety, and wellness to managers and supervisors
- Participate in initiatives, activities and the mitigation of any concerns related to psychological health and safety
- All workers must take reasonable care to protect their own and other people’s psychological health and safety in the workplace
- Model the behaviours and actions that are consistent with a psychologically healthy and safe workplace, including but not limited to, respect, inclusiveness, open communication, and non-judgmental behaviour
- Report all work-related psychological health & safety incidents, including near misses, using the process outlined in the Employee Incident Reporting & Investigation Policy

6 EVALUATION

For the purposes of the continual improvement of processes and procedures related to Psychological Health & Safety Management System, and in line with The Standard, (Company Name) will periodically review the systems in place and make improvements as necessary. Additionally, (Company Name) will review this policy, in consultation with appropriate stakeholders at least once every three years, or more often in response to changes in developments affecting workers’ health and safety.

Policy Sponsor: Vice President Human Resources	3 of 4
Policy Steward: Corporate Director Workplace Health and Safety	
Date Approved:	Date(s) Reviewed-r/Revised-R:

7 REFERENCES

1. Psychological Health and Safety in the Workplace – CSA Z-1003-13. Canadian Standards Association, January 2013. Source https://www.csagroup.org/documents/codes-and-standards/publications/CAN_CSA-Z1003-13_BNQ_9700-803_2013_EN.pdf
2. Psychological Health and Safety in the Workplace. Great West Life Centre for Mental Health in the Workplace. 2014
3. Lowe, Graham. Creating Health Organizations: How Vibrant Workplaces Inspire Employees to Achieve Sustainable Success. (2010) Toronto: University of Toronto Press.
4. Assembling the Pieces: An Implementation Guide to the National Standard for Psychological Health and Safety in the Workplace. Mental Health Commission of Canada, CSA Group, 2014