

Managing Psychosocial Hazards and Risks

1.0 Purpose

2.0 Scope

3.0 Standard

3.1 Management | 3.2 Staff and Other Relevant Personnel | 3.3 Identification and Assessment of Hazard
| 3.4 Managing and Minimizing Risk | 3.5 Performance Evaluation | 3.6 Improvement

4.0 Definitions

5.0 Information

6.0 Related Policy Documents and Supporting Documents

1.0 Purpose

This standard outlines the mandatory requirements for the management of psychosocial hazards and risks at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.

2.0 Scope

This standard applies to all staff, contractors and other relevant personnel engaged by Griffith University to undertake their work, research or study.

3.0 Standard

3.1 Management

Management must ensure that:

- wellbeing and psychosocial risk are discussed with staff at meetings
- staff are familiar with their psychosocial risk management responsibilities
- staff understand what psychosocial hazards are and how they present in the workplace
- staff attend any required training in regard to managing psychosocial risk.
- psychosocial risk is a standard agenda item for the HSW Committee
- psychosocial risk data is reviewed as a minimum quarterly.

3.2 Staff and Other Relevant Personnel

Staff must prioritise psychosocial hazard identification and contribute to the management of risks by:

- taking reasonable care for their own psychological health
- taking reasonable care not to adversely affect the psychological health of others
- complying with any policy or procedures that protects their own or others psychological health

- providing feedback and engaging in consultation regarding psychosocial hazards and risk management
- attending relevant training to increase their understanding of psychosocial hazards and risks.

3.3 Identification and Assessment of Hazard

Management must:

- consult with staff regarding the identification and assessment of psychosocial hazards
- actively listen to staff and encourage their input into the identification and assessment of psychosocial hazards
- ensure psychosocial hazards and risks are identified, understood and controls are identified.
- ensure staff have access to accessible methods of reporting on identified psychosocial hazards
- input to formal psychosocial risk assessments on a regular basis.

Staff and other relevant personnel must:

- proactively identify and report any psychosocial hazards within the workplace
- engage with any formal and informal risk assessments regarding psychosocial hazards.

3.4 Managing and Minimising Risk

Management must:

- review and understand the controls in place across Griffith University to manage and reduce the risk of psychosocial hazards
- engage in the creation and implementation of risk controls
- ensure the controls are consistently applied and verified as effective
- provide resources for psychosocial risk complex case interventions
- provide a psychologically safe environment for staff to raise concerns and identify where controls are not implemented or not working.

Staff and other relevant personnel must:

- review and understand the controls in place across Griffith University to manage and reduce the risk of psychosocial hazards
- be compliant with any required training or skill development
- proactively report when controls are not implemented consistently, not working, or are causing concern.

3.5 Performance Evaluation

Management must:

- identify, measure and monitor metrics that provide information on psychosocial risk, including but not limited to:
 - absenteeism
 - bullying/harassment
 - occupational violence
 - grievances/complaints
 - turnover
 - workplace injury compensation claims
 - Employee Engagement Survey
 - People at Work Survey
 - incident trends
 - actions status from incident investigations.

3.6 Improvement

Management must:

- review findings and recommendations of incidents and investigations
- implement actions from investigations and hazard reports
- encourage staff to report near misses and to contribute to the incident investigation process
- encourage continual improvement of wellbeing systems.

Staff and other relevant personnel must:

- proactively report and consult with Management on psychosocial incidents, hazards and risk management controls.

4.0 Definitions

Management refers to any leaders or supervisor organising work and / or supporting staff.

Psychosocial hazard is a hazard that arises from, or related to:

- the design or management of work; or
- a work environment; or
- equipment at a workplace; or
- workplace interaction or behaviours; and
- may cause psychological harm, whether or not the hazard may also cause physical harm.

Psychosocial risk is a risk to the health or safety of a staff member or other person from a psychosocial hazard.

5.0 Information

Title	Managing Psychosocial Hazards and Risks
Document number	2024/0001043
Purpose	This standard outlines the mandatory requirements for the management of psychosocial hazards and risks at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
Approval date	22 Feb 2024
Effective date	1 March 2024
Review date	1 March 2029
Policy advisor	Associate Director, Health and Wellbeing
Approving authority	Director, Health and Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	<p>Managing the risk of psychosocial hazards at work. Code of Practice 2023</p> <p>AS/NZS ISO 45003 Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks</p>
-------------	--

Policy	Health, Safety & Wellbeing Policy
Standard	Safety Management System Framework Demonstrating HSW Leadership & Commitment Standard Managing Critical Risks Standard
Resources	Psychosocial risk intranet site Psychosocial Hub – Psychosocial Tool Kit
Forms	N/A