

Version: 1.0
Date of Last Revision:
October 16, 2024
Replaces: N/A
Originally Created:
October 16, 2024

COMMUNITY SOCIAL SERVICES
**Health & Safety
Association of BC**



**PSYCHOLOGICAL
HEALTH AND SAFETY
POLICY STATEMENT**

Purpose: The *[Organization Name]*'s psychological health and safety policy has been developed to ensure that all workers are protected from psychological harm and to promote psychological health in the workplace. Psychological Health and Safety is a shared responsibility. Employees, clients, volunteers and contractors are responsible for working in a manner which will not put themselves or their co-workers at risk of psychological harm.

Policy Statement: *[Organization Name]* is dedicated to promoting psychological well-being and preventing harm in all forms—negligent, reckless, or intentional. We believe that creating and sustaining a psychologically healthy and safe workplace is essential for our organization's success and aligns with our core values and objectives.

Management and employees share the responsibility to foster an environment built on mutual respect, confidentiality, and cooperation. We are committed to supporting a mentally healthy workplace through comprehensive policies, programs, and services. Each year, policies impacting psychological health will be reviewed by relevant stakeholders, resulting in an actionable plan that identifies training needs. This plan will be assessed by the Joint Occupational Health and Safety Committee (JOHSC) and approved by the Senior Leadership Team. Any actions that threaten our workers' psychological health will not be tolerated, as we work together to create a supportive culture for all.

Responsibilities:

Senior Leadership:

- **Policy Implementation:** Develop clear procedures and guidelines to effectively implement this policy, ensuring all reasonable measures are taken to eliminate psychological injuries.
- **Resource Allocation:** Ensure that adequate resources and support are available for the effective implementation of relevant policies and procedures.
- **Quality Assurance:** Establish a robust quality assurance process to monitor the ongoing effectiveness of psychological health and safety initiatives.

- **Workplace Culture:** Cultivate a psychologically healthy and safe workplace that promotes well-being and prevents harm to employee mental health, whether through negligence, recklessness, or intentional actions by:
 - **Leading Positively:** Model positive behaviors and attitudes that foster psychological health.
 - **Decision-Making Integration:** Make psychological health and safety a fundamental part of all decision-making processes.
 - **Employee Engagement:** Actively involve employees in discussions and initiatives related to psychological health and safety.

Managers and Supervisors:

- **Psychological Safety Oversight:** Ensure the psychological health and safety of their team members by:
 - **Open Dialogue:** Engage employees in conversations if there are concerns about their mental health, and assist them in seeking appropriate support if needed.
 - **Accommodation Support:** When a mental illness or injury is confirmed by a qualified practitioner, collaborate with the employee to explore accommodation options.
 - **Crisis Response:** Provide Critical Incident Stress Management through the Employee and Family Assistance Program and/or provide formal and timely debriefing services to staff after a crisis.

Workers:

- **Personal Accountability:** Take responsibility for their own psychological health and safety, as well as that of their coworkers, by adhering to [Organization Name]'s policies and procedures, including:
 - Civil and Respectful Workplace Policy
 - Codes of Conduct
 - Harassment Policy
 - Standards of Behavior
 - Workplace Violence Prevention Policy

Human Resources and Occupational Health and Safety Department:

- **Leadership Role:** Assist the Executive Team, Directors, Managers, and Staff in implementing and maintaining an effective psychological health and safety management system.
- **Monitoring and Support:** Conduct regular monitoring, inspections, and audits to identify and control psychological hazards, offering assistance to departments as needed.

- **Utilize External Supports Available:** Utilize external resources as needed for further support on Best Practices. For example CSSHSA’s gap analysis Pulse Check tool and Employee Surveys to get a baseline of how organization is doing and receive recommendations relating to Psychological Health and Safety.
- **Training Development:** Ensure that comprehensive training programs are developed and delivered to all workers to promote psychological health and safety.

Definitions:

Psychological health and safety: Psychological health and safety is embedded in the way people interact with one another on a daily basis and is part of the way working conditions and management practices are structured and how decisions are made and communicated. [Source: Canadian Standards Association]

Psychologically healthy and safe workplace: A workplace that promotes employees’ psychological well-being and actively works to prevent harm to worker psychological health, including in negligent, reckless, or intentional ways. [Source: Canadian Standards Association]

Psychological injury: A mental health condition, including mental disorders, especially when the mental health condition or disorder is thought to be caused by exposure to potentially psychologically traumatic events and other stressors. [Source: Canadian Institute for Public Safety Research and Treatment]

Psychological health and safety management system: An organizational management system consisting of policies, procedures, and practices put in place to assist organizations in creating a psychologically healthy and safe workplace.

Adapted from

Toronto East General Hospital, Psychological Health and Safety in the Workplace Policy; Government of Saskatchewan, Ministry of Labour Relations and Workplace Safety, Psychological Health and Safety Policy

Government of Alberta Psychological Hazards in the Workplace sample policy statement for employers