

Psychosocial hazard identification worksheet

A working record for finding, ranking, controlling and re-checking psychosocial hazards

Organization		Department / team	
Completed by		Date completed	
Review involved		Next full review date	

How the process works

Step	What you do	Where in this worksheet
1. Find the hazards	Check the three hazard groups, look into the four places, and write each hazard as a cause (what is happening and why), not as a symptom.	Parts A, B, and C
2. Decide what comes first	Rank each hazard High, Medium, or Low, using four questions. No scoring formula.	Part D
3. Fix the work first	Change the work itself, then add policies, training and policies, then individual support last.	Part E
4. Check again, on the schedule	Set a review date and define “better” in advance. Compare and record the results.	Part F

Write hazards as causes, not symptoms:

Symptom/Data (not yet a hazard)
 “The support team is stressed”

HAZARD (cause identified)
 “Work volume rose 40% after the product launch and nobody was hired”

Keep this record. If a regulator, an insurer or a tribunal ever asks what you did, this worksheet is your answer.
 Promise workers only the confidentiality you can actually keep.

STEP 1: Find the hazards

Three hazard groups (from ISO 45003) to use as a checklist. For every "Yes" or "Unsure", write the cause in the evidence column, then add it to the hazard register in Step 2.

ISO 45003 group	Hazard area	Present?	Evidence (what is happening and why)	Hazard # in Register (Step 2)
How work is organized	Workload and pace	Yes No Unsure		
	Role clarity	Yes No Unsure		
	How much say people have in their own work	Yes No Unsure		
	Hours	Yes No Unsure		
	Job security	Yes No Unsure		
	How change is handled	Yes No Unsure		
Social factor	Relationships	Yes No Unsure		
	Conflict	Yes No Unsure		
	Leadership	Yes No Unsure		
	Recognition	Yes No Unsure		
	Harassment	Yes No Unsure		
	Balance	Yes No Unsure		
The work environment	Equipment, tools, and resources	Yes No Unsure		
	Noise	Yes No Unsure		
	Temperature	Yes No Unsure		
	Hazardous tasks	Yes No Unsure		

Look in the four places

Record what you found and when. Absence and overtime show where pressure is building; conversations and surveys show what the records cannot.

Where to look	What to check	What you found	Date	By
Your own records	Absence, turnover, overtime, exit interviews, complaints.			
People who see the work every day	Managers, health & safety representative, anyone who handles complaints. Ask which teams are struggling and why.			
Workers themselves	Short questionnaire (e.g. PRA-Pulse confidential check-in) or a few small group conversations. Surfaces what records can't.			
Periods of change	Restructuring, new systems, a new manager, a hiring freeze. Look again whenever one happens.			

Change events log: look again whenever one happens

Change Event	Date	Teams Affected	Hazard scan repeated? (date)

Write each findings as a hazard

Before adding a hazard to the register in Step 2, test it: does the statement say what is happening and why? If it only describes how people feel, it is data. Keep digging for the cause.

Symptom You Observed	Hazard Statement (cause, not symptom)
<i>e.g. People are avoidant</i>	<i>Authoritarian leadership</i>

STEP 2: Decide what comes first

High, medium and low is precise enough. Write down your reasoning in the notes where a call was close.

Question	Why it matters	Rate it
How many people are exposed?	A hazard affecting a whole department outranks one affecting a single role.	Many / Some / Few
How often?	Daily exposure does more damage than an occasional crunch.	Daily / Regular / Occasional
How bad could the harm be?	Harassment and violence go to the top, whatever their frequency.	Severe / Moderate / Minor
Is it getting worse?	A rising trend needs attention before a stable one.	Rising / Stable / Falling

#	Hazard (cause, not symptom)	ISO Group	How Found	People Exposed	How Often	Severity	Trend	Priority H/M/L	Date Logged	Logged By
1										
2										
3										
4										
5										
6										
7										
8										
9										

STEP 3: Fix the work first

Start at control level 1. Only move down the list if changing the work is not possible, or to support the change. A team buried in workload needs the workload fixed before it needs a resilience workshop.

Control Level (use in order)	What it Means
1. Change the work	Redistribute workload, clarify who decides what, adjust deadlines or staffing, deal with the person who keeps causing conflict.
2. Policy, training, process	Add policies, training and better processes to support the change in the work.
3. Individual support	EAP and similar. Important, but it helps after harm has happened and does not meet an employer's duty to prevent the risk.

#	Hazard (from Step 2 register)	Change made or planned	Control Level	Owner	Start Date	Done Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

STEP 4: Check again, on a schedule

A control that nobody checks is a guess. Once a year is not enough: strain can build in a team over a few weeks. Set the date and define "better" before you act.

#	Hazard	What "Better" Looks Like (set in advance)	Next check date	What the check showed	Decision	Date checked
1						
2						
3						
4						
5						
6						
7						
8						

Decision options: *Resolved, keep monitoring *Improving, continue *No change, revised control *Worse, escalate

Example "better" measure	Example data source	Example check interval
Fewer overtime hours	Payroll / timekeeping	Monthly
Fewer complaints	Complaint log	Monthly
People report less strain	PRA-Pulse and team check-in	Every two weeks