

Psychological Health and Safety in the Workplace Policy Template Guidelines

A *psychologically healthy and safe workplace* is a workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health including in negligent, reckless, or intentional ways¹.

An organization's commitment to creating, maintaining, and continually improving a workplace that is psychologically healthy and safe benefits everyone. A psychologically healthy and safe workplace prioritizes the prevention of psychological harm and promotes employee well-being, thereby offering a work experience which meets the psychological needs of all people to feel safe, included, valued, and fulfilled. This has significant positive impacts, realized in the overall health and wellbeing of the employee, the organization, and society as a whole.

Why does my organization need a psychological health and safety policy?

A written policy shows that your organization is committed to supporting employees' mental well-being. It provides clear guidance on how to create a psychologically safe workplace and should complement, rather than replace, your organization's existing health and safety policy.

Why should an organization's psychological health and safety policy be separate from their health and safety policy?

Physical and psychological health are equally important, but they require different approaches. Having a separate policy ensures that the organization regards psychological health and safety as its own entity and allows the organization to more effectively support employees and create a healthier workplace by:

- Giving it the attention it deserves.
- Supporting it with the right strategies, resources, and actions.
- Ensuring it isn't lost within a broad, general policy.

How should my organization use the template?

The organization should use this template as a starting point and adapt the template as needed to ensure that it aligns with the organization's values and goals and accurately reflects the organization's resources and abilities to ensure its practical application in the workplace.

How do we integrate psychological health and safety into our existing policies?

To create a truly supportive workplace, review existing policies and ensure they align with psychological health and safety principles. Below are key areas to focus on:

- **Workplace Culture and Respect**
 - Diversity, Equity, and Inclusion – Ensuring fairness and preventing discrimination.
 - Respect in the Workplace – Setting expectations for professional behavior.
 - Bullying and Harassment Prevention – Addressing and preventing harmful behavior.
 - Incivility and Conflict Resolution – Managing disagreements in a respectful way.
- **Employee Support and Well-Being**
 - Accommodation and Return to Work – Supporting employees returning after illness or injury.
 - Flexible Work Options – Allowing for work-life balance where possible.
 - Employee Benefits – Ensuring mental health support is included.

¹ Canadian Standards Association (CSA) and Bureau de normalisation du Québec (BNQ), *Psychological Health and Safety in the Workplace: Prevention, Promotion, and Guidance to Stigma Reduction* (CSA Standard Z1003-13/BNQ 9700-803/2013).

- Addressing Grief in the Workplace – Supporting employees during difficult times.
- **Safety and Incident Response**
 - Preventing Violence in the Workplace – Taking steps to reduce risks.
 - Post-Incident Response – Providing support after traumatic events.
 - Reporting Psychological Health and Safety Concerns – Creating clear processes for employees to raise issues.
 - Reporting Unsafe Work – Encouraging employees to speak up about unsafe conditions.
 - Working Alone – Addressing risks for employees in isolated work settings.
- **Employee Involvement and Development**
 - New Employee Orientation – Introducing psychological safety from day one.
 - Employee Feedback and Inclusion – Encouraging participation in decision-making.
 - Performance Development – Supporting employees' growth while maintaining a psychologically safe environment.