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Psychosocial Risk Assessment Process

A psychosocial risk assessment is a systematic process aimed at identifying, assessing, and mitigating factors in the workplace that may affect the psychological well-being and mental health of employees. It helps organisations create a healthier and more supportive work environment. This process should occur regularly and be integrated into the broader risk management framework of the organisation.

1. Establish a Cross-Functional Team

Appoint a Cross-Functional Team (CFT) responsible for conducting the psychosocial risk assessment. Include representatives from various departments, including human resources, health and safety, management, and employees.

2. Define the Scope

The CFT clearly defines the scope and objectives of the assessment. This includes identifying specific language, specific psychosocial risks to be assessed (e.g., workload, job control, social support, etc.) and determining the target employee population (e.g., specific departments, shifts, or job roles).

3. Data Collection

Demasi Consulting to gather relevant data and information through multiple sources, including surveys, interviews, focus groups, and existing records. Demasi Consulting to conduct a 'desktop review' of existing data as well as collecting new data using validated psychosocial risk assessment tools. During this stage, confidentiality and anonymity are assured throughout to encourage honest responses.

4. Identify Psychosocial Risks – Data Analysis

Demasi Consulting to analyse the collected data to identify psychosocial risk factors. Identified risks are grouped into the main psychosocial risk factors: Autonomy/control, Job demands, Support, Role conflict/ambiguity, Relationships, Change, Rewards/recognition, Organisational justice.

5. Identify Recommendations

Data used to identify the source of the increased risk and determine recommendations for organisation. CFT utilised throughout process to gain diverse perspectives.

6. Present Recommendations

Work alongside CFT to develop a comprehensive plan for mitigating identified psychosocial risks. Actions prioritised based on the severity and likelihood of risks using strategies that address the root causes of psychosocial risks. The CFT and any pre-determined Executive staff agree on final recommendations.

7. Resources Allocation

The CFT identifies required resources (internal and external to organisation) to implement agreed recommendations. Necessary resources, including time, budget, and personnel, allocated to support the effective implementation of the psychosocial risk assessment process.

8. Communication and Training

The consulting organisation communicate the findings of the psychosocial risk assessment to all employees. Possible training and education on psychosocial risks and how employees can manage them. Encourage open dialogue about mental health and well-being.

9. Monitoring and Evaluation

Consulting organisation to establish key performance indicators (KPIs) to measure the effectiveness of risk mitigation strategies. The consulting organisation regularly monitors and evaluate the impact of implemented measures and adjust the mitigation plan as necessary based on evaluation results.

10. Documentation and Reporting

Demasi Consulting and consulting organisation to maintain records of the psychosocial risk assessment process, findings, and actions taken. Demasi Consulting to provide a report summarising the assessment results and the organisation's response. The consulting organisation can choose to share the report with employees, management, and relevant stakeholders.

11. Continuous Improvement

Consulting organisation to use feedback and evaluation results to continually improve the psychosocial risk within the workplace including regularly reviewing and improving processes to address changing workplace conditions and emerging risks.

Please note that this is a broad overview of the Psychosocial Risk Assessment (PSRA) process as operated through Demasi Consulting. This process can be adapted for individual organisations with pricing adapted accordingly.