



DIVERSITY TRAINING
AND CONSULTING



Psychosocial Safety Audit Tool



Brings together the reflection statements across the pack to help organisations review current practice, identify strengths, identify gaps and consider next steps.



How to use the audit tool

- 1 Review each reflection statement across the resources
- 2 Identify what is already in place and where gaps remain
- 3 Use the findings to guide discussion, planning and next steps



A Conversation Starter Pack for Aged Care
www.diversitytrainingconsulting.com.au

Inclusive • Practical • Impactful.

Purpose of this tool

This audit tool helps aged care and community care organisations reflect on how psychosocial safety is understood, discussed and supported in practice. It is designed to be used alongside the eight conversation starter resources in this pack.

Each section links to one resource and includes two reflection questions to help identify strengths, gaps and possible next steps, including consultation, training, review or action. The tool is intended to support practical review, not individual blame. Responses may point to areas where further consultation, training, risk assessment, review or action is needed.

How to use this tool

This audit tool can be completed by leaders, managers, coordinators, health and safety representatives, quality teams, workforce teams, or others involved in psychosocial safety, worker wellbeing, governance, risk, culture or continuous improvement.

It can be used to:

- reflect on current practice
- support leadership or team discussion
- identify gaps in knowledge, systems or processes
- prepare for consultation or psychosocial risk assessment
- identify where further training, review or support may be needed
- connect psychosocial safety with safe, quality aged care

Rating scale

For each question, select the rating that best reflects current practice. Use the evidence and action columns to record what is known, what is unclear and what may need to happen next. The evidence and action columns are designed to make the tool practical, not just a checklist.

Rating	What this means
1	Not yet in place
2	Starting to develop
3	Partly in place
4	Mostly in place
5	Mostly in place
Unsure	More information or consultation is needed



This audit tool is not a formal legal or work health and safety audit. It does not replace work health and safety advice, legal advice, psychosocial risk assessment, consultation, supervision, training or organisational processes. It is a practical starting point for reflection and planning.

1	Psychosocial safety is part of safe, quality aged care	
Rating	Evidence, examples or comments	Action needed
1.1 Leaders understand their duties to identify, manage and review psychosocial risks to workers' health and safety.		
1.2 Psychosocial safety is clearly connected to safe, quality care, workforce support, governance, risk management and continuous improvement.		
2	Psychosocial safety is more than self-care	
Rating	Evidence, examples or comments	Action needed
2.1 The organisation looks beyond individual coping and self-care to identify work-related causes of pressure, harm or distress, including workload, systems, support, behaviours, culture and workplace relationships.		
2.2 Leaders and staff understand that bullying, harassment, discrimination, sexual harassment, exclusion, poor workplace relationships and unsafe culture can create or increase psychosocial risk.		

3	Common psychosocial hazards in aged care	
Rating	Evidence, examples or comments	Action needed
3.1 The organisation has identified the psychosocial hazards most relevant to its aged care work, including workload, emotional demands, aggression, poor support, unclear roles, change, conflict, bullying, harassment, discrimination and poor workplace relationships.		
3.2 Workers are consulted about where psychosocial hazards are showing up across roles, teams, services, locations, client interactions and workplace culture.		
4	Conversations that help people speak up early	
Rating	Evidence, examples or comments	Action needed
4.1 Workers know the pathways available for raising psychosocial safety concerns, including who they can speak to if they are not comfortable raising the concern with their direct manager.		
4.2 Concerns about pressure, workload, distress, role clarity, conflict, unsafe behaviour or unsafe systems are listened to, documented and followed up where needed.		

5	Naming pressure without blaming the person	
Rating	Evidence, examples or comments	Action needed
5.1 Leaders and teams explore what may be contributing to pressure before treating it as a personal performance, attitude or resilience issue.		
5.2 Leaders are supported to have clear, fair and non-blaming conversations about pressure, workload, behaviour, role clarity and support.		
6	When pressure becomes a pattern	
Rating	Evidence, examples or comments	Action needed
6.1 Repeated concerns are reviewed to identify patterns across workers, teams, clients, families, services or locations.		
6.2 When patterns are identified, existing controls are reviewed to check whether they are actually reducing psychosocial risk.		

7	Supporting staff through uncertainty and change	
Rating	Evidence, examples or comments	Action needed
7.1 Staff are given clear, timely and practical information during change, including what is known, what is not yet known and where to go for updates.		
7.2 Workers are consulted about how change, reform, funding limits, service changes or new processes may be affecting workload, role clarity, communication or client interactions.		
8	Role clarity, boundaries and support	
Rating	Evidence, examples or comments	Action needed
8.1 Role expectations, decision-making limits, documentation requirements and escalation pathways are clear for workers.		
8.2 Supervisors and leaders regularly check whether workers are carrying responsibility that sits outside their role, authority or control.		

Where further support may be useful

The results of this reflection may show that further support is needed, such as:

- psychosocial safety training for workers, teams or leaders
- leadership capability development
- support to identify psychosocial hazards
- worker consultation and facilitated discussions
- psychosocial risk assessment support
- review of existing controls and follow-up processes
- sexual harassment and Respect@Work and prevention training
- inclusive leadership and workplace culture work
- role clarity, boundaries and escalation pathway review
- development of practical tools, guides, resources or implementation supports

Diversity Training and Consulting can support organisations to move from conversation to practical action through training, facilitation, consultation, resource development and support to strengthen safer, more inclusive and more respectful workplace cultures.

How DTC can support your organisation

Training, facilitation and practical support to strengthen psychosocial safety in workplaces, services and teams.



Training and capability development

Build shared understanding and practical capability across workers, teams and leaders.

Support may include:

- ✓ psychosocial safety training for workers, teams or leaders
- ✓ leadership capability development
- ✓ sexual harassment, Respect@Work and prevention training
- ✓ inclusive leadership and workplace culture work



Facilitation, consultation and risk review

Support to explore pressure points, strengthen consultation and review psychosocial risk.

Support may include:

- ✓ support to identify psychosocial hazards
- ✓ worker consultation and facilitated discussions
- ✓ psychosocial risk assessment support
- ✓ review of existing controls and follow-up processes
- ✓ role clarity, boundaries and escalation pathway review



Strategy, systems and practical resources

Turn reflection into practical action through clearer systems, resources and implementation support.

Support may include:

- ✓ development of practical tools, guides and resources
- ✓ implementation supports
- ✓ action planning and follow-up
- ✓ resource development aligned to organisational needs