

## GM@W Organizational Review Worksheet

### PF13: PROTECTION OF PHYSICAL SAFETY

**OBJECTIVE:** A work environment where management takes appropriate action to protect the physical safety of employees.

#### What are the benefits of effectively addressing Protection of Physical Safety?

- ✓ Fewer job-related errors, incidents, accidents and injuries
- ✓ Reduced costs from work absence (e.g., sick time, disability costs)
- ✓ Improved physical and psychological health and safety of employees
- ✓ Reduced legal and regulatory costs
- ✓ Improved labour-management relations

#### What information may be helpful to refer to or collect?

- 📎 Current organizational and industry safety policies
- 📎 Relevant provincial, territorial or federal legislation (e.g., Occupational Health and Safety legislation, Labour Standards, Workplace Hazardous Materials Information System)
- 📎 Health and safety related documentation (e.g., minutes of health and safety meetings)
- 📎 Safety inspection reports (and follow-up records)
- 📎 Accident, workplace-related illness, and incident reports (including near misses)

**How would you describe your workplace/work unit?** *(select all that apply; this will help you answer questions below)*

#### **Safety Programs & Policies**

- ☐ Health and safety committees are active and meet regularly
- ☐ All workers are able to access designated health and safety representatives
- ☐ Safety programs and policies are reviewed regularly (with particular attention to their impact on employee psychological health)
- ☐ Safety requirements, programs and policies are current and communicated to all staff (including new hires)
- ☐ Regular, documented workplace inspections are conducted to identify physical hazards (with particular attention to their impact on employee psychological health)
- ☐ Measures are taken to eliminate or control identified hazards
- ☐ Staff have input into the development of safety policies and practices
- ☐ Job descriptions include details of physical hazards to which workers may be exposed (with particular attention to those that may be hazardous to psychological health)

#### **Equipment & Training**

- ☐ The work environment does not negatively impact psychological health (e.g., crowding, isolation, noise, lighting)
- ☐ Employees are trained to understand how physical hazards can affect psychological health and safety
- ☐ Staff receive training on how to identify, report and investigate physical hazards
- ☐ Employees are trained to minimize their exposure to, and the impact of, physical hazards
- ☐ Staff have the equipment needed to reduce the impact of physical risks on psychological health (e.g., proper lighting, noise reduction, panic alarms, ventilation)

#### **Response to Safety Incidents**

- ☐ Accident, workplace-related illness and incident investigation protocols are reviewed regularly and updated as needed
- ☐ Accident and incident investigation protocols are effective
- ☐ Health and safety committee recommendations are acted on promptly
- ☐ Management recognizes the impact of incidents and workplace-related illness on employee psychological and physical health
- ☐ Policies, equipment and training are reviewed and revised, if needed, in response to safety incidents
- ☐ Timely and effective supports are available following a critical incident (e.g., defusing, debriefing, Employee and Family Assistance Programs, psychological treatment)

Strongly Agree  
Somewhat Agree  
Somewhat Disagree  
Strongly Disagree

Please answer the questions below with respect to your workplace:

1. Management takes appropriate action to protect employees' physical safety at work.	4	3	2	1
2. Our workplace offers sufficient training to help protect employees' physical safety at work (e.g., emergency preparedness, safe lifting, violence prevention).	4	3	2	1
3. When accidents occur or risks are identified, our workplace responds effectively.	4	3	2	1
4. Employees have the equipment and tools they need to do their job in a physically safe way (e.g., protective clothing, adequate lighting, ergonomic seating).	4	3	2	1
5. Our workplace responds appropriately when workers raise concerns about physical safety.	4	3	2	1

PF13 GM@W Organizational Review Score (from above): \_\_\_\_\_ (5 to 20)

PF13 GM@W Survey Score (if applicable, from the GM@W Survey Results): \_\_\_\_\_ (5 to 20)

**Serious Concerns = 5 to 9** **Significant Concerns = 10 to 13** **Minimal Concerns\* = 14 to 16** **Relative Strengths\*\* = 17 to 20**

\* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

\*\* Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

If there is a difference between the **GM@W Organizational Review Score** and the **GM@W Survey Score**, what may be contributing to the difference (e.g., lack of knowledge or understanding, communication gaps)?

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Do issues related to **Protection of Physical Safety** present a greater risk to particular groups of employees (e.g., new employees, certain jobs, shift workers, etc.)?

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What are the strengths in your workplace in terms of **Protection of Physical Safety** (e.g., what do you do well, what should you continue doing)?

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What could your workplace do to improve in this area (e.g., what could you do more of, what could you do less of)?

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Is further action required? ☐ YES ☐ NO

If YES, see *GM@W Suggested Responses: PF13*