WHS DOCUMENTS & TEMPLATES

DOC-PSS-PLAN · South Australian Psychosocial Risk Management Plan

Product Overview

For: South Australian businesses: owners and managers of small businesses, and the WHS advisers and HR managers who support larger ones

Version 1.0 · 11 November 2026

SAMPLE

A psychosocial risk management plan for South Australian businesses: a plain-English plan and policy, aligned to the SA Regulations and the February 2026 codes of practice, with the registers, checklists, procedures and reports to put them into practice.

South Australian businesses must manage psychosocial risks like any other risk to health and safety: find the hazards, eliminate the risks or, if that is not reasonably practicable, minimise them using the hierarchy of control measures, and keep the controls working and under review. Since 19 February 2026, South Australia's approved codes of practice on managing psychosocial hazards and on sexual and gender-based harassment say how, and a court can use them as evidence of what is reasonably practicable.

This product gives a small business a plan it can fill in and follow, in plain English. Alongside it are the tools a WHS adviser or HR manager needs: a risk register, a control library, a worker survey, reporting and investigation procedures, a SafeWork SA notification guide, a sexual harassment prevention plan built on the positive duty, a cross-reference to the Regulations and the code, and reports for officers. It is aligned to the Work Health and Safety Act 2012 (SA), the Work Health and Safety Regulations 2012 (SA) and both codes of practice.

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Psychosocial Risk Management Plan

How the business identifies, assesses, controls and reviews psychosocial risks

Document number		**Version**	
Plan owner		**Approved by**	
Date approved		**Next review date**	

How to use this plan

- Each part says what **[Company name]** does, in plain English, and names the tool that helps. The tools are in folders 03 to 06.
- Fill in every placeholder in square brackets. Delete what does not apply, and add your own arrangements.
- The plan only works if it is followed. Put it into practice with the 90-Day Implementation Plan.

1 Commitment and scope

[Company name] is committed to protecting workers and others from psychological and physical harm caused by the way work is designed, managed and carried out. Psychosocial risks are managed like any other work health and safety risk: we find the hazards, assess the risks, control them and check the controls are working.

A psychosocial hazard arises from the design or management of work, the work environment, plant at the workplace, or workplace interactions or behaviours, and may cause psychological harm, and physical harm too: for example high job demands, poor support, bullying, harassment or traumatic events. The hazard is in the work, not the person. Hazards often combine and make each other worse.

This plan covers: **[Scope of the plan]**. It applies to every worker, including employees, contractors, labour hire workers, apprentices and volunteers, and to other people affected by our work, such as customers and visitors.

2 The law in South Australia

Law or guidance	What it means for the business
Work Health and Safety Act 2012 (SA)	The business must ensure, so far as is reasonably practicable, the health and safety of workers and others. Health means physical and psychological health.
Work Health and Safety Regulations 2012 (SA), regulations 55A to 55D, in force from 25 December 2023	■ Define psychosocial hazards and psychosocial risks. ■ The business must manage psychosocial risks under the Regulations' general rules for managing risk (Chapter 3 Part 1): identify reasonably foreseeable hazards; eliminate the risks so far as is reasonably practicable; if that is not reasonably practicable, minimise them so far as is reasonably practicable using the hierarchy of control measures (regulation 36); keep the controls effective; and review them (regulation 38). ■ When choosing controls, the business must have regard to all relevant matters, including those in regulation 55D: the duration, frequency and severity of exposure; how hazards may interact or combine; the design of work, including job demands and tasks; the systems of work; the design, layout and conditions of the workplace, including welfare facilities, and of any workers' accommodation; the plant, substances and structures; workplace interactions or behaviours; and the information, training, instruction and supervision provided.

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Hazard Identification Checklist

Find the psychosocial hazards in one work area

Work area or team		**Completed by**	
Date		**People consulted**	

How to use it

- Complete one checklist for each work area or team, with the people who do the work. Their view matters most.
- For each hazard, ask: could this be present here? Tick Yes, No or Not sure. Treat Not sure as Yes until you know more.
- Write where it happens and who is exposed. Then enter each Yes in the Psychosocial Risk Register.

The hazards below cover the common psychosocial hazards in the approved code of practice "Managing psychosocial hazards at work" (February 2026), except the three in the second table. The code's lack of role clarity is under role clarity; conflict or poor workplace relationships under harmful behaviours; harassment because of a personal characteristic under harmful behaviours, and sexual harassment under sexual harassment. Add any other hazard in your work.

Hazard	What it can look like	Present here?	Where, and who is exposed
Job demands, high or low	Role overload: sustained high workload, time pressure or emotional demand, long hours, not enough breaks. Role underload: long periods with too little to do, or highly repetitive, monotonous work.	☐ Yes ☐ No ☐ Not sure	
Low job control	Little say in how, when or in what order the work is done; tightly scripted or monitored work; no input into decisions that affect the job.	☐ Yes ☐ No ☐ Not sure	
Poor support	Not enough practical help, information, resources or supervision from supervisors and co-workers to do the job.	☐ Yes ☐ No ☐ Not sure	
Poor role clarity	Unclear, conflicting or frequently changing responsibilities and expectations; two managers asking for different things.	☐ Yes ☐ No ☐ Not sure	
Poor organisational change management	Change that is poorly planned, consulted on, communicated or supported, or that ignores its effect on workload and support.	☐ Yes ☐ No ☐ Not sure	
Inadequate reward and recognition	Effort and contribution not matched by recognition, feedback or reward; opportunities out of balance with the effort required.	☐ Yes ☐ No ☐ Not sure	
Poor organisational justice	Decisions, processes and treatment that are inconsistent or unfair; poor procedural fairness; favouritism.	☐ Yes ☐ No ☐ Not sure	

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Control Library

Controls for each psychosocial hazard: work design first

How to use it

- Find the hazard. Choose controls with the people who do the work, starting with the first column: changes to how the work is designed and organised.
- Under the SA Regulations, eliminate the risk if you can. If not, minimise it using the hierarchy of control measures, and consider how long, how often and how severely people are exposed, and how hazards combine.
- The last column lists support arrangements: they help people cope, recover or get help. Record them separately; they support the controls and never replace them.
- Copy the controls you choose into the Psychosocial Risk Register, with an owner and a due date.

Choosing controls

In South Australia, psychosocial risks must be eliminated so far as is reasonably practicable. If that is not reasonably practicable, they must be minimised so far as is reasonably practicable using the hierarchy of control measures in regulation 36 of the Regulations: substitution, isolation and engineering controls first, then administrative controls, then personal protective equipment, alone or in combination. Regulation 37 requires each control to be kept effective. For psychosocial risks, work down this list, most reliable first. It follows the same order, and adds work design above administrative controls, because changing what the work demands is more reliable than changing what a procedure says about it.

Level	What it means for psychosocial risks	Examples
1. Eliminate	Remove the exposure	Stop a task that exposes people to aggression; end lone work in a high-risk location
2. Substitute	Replace the work or the way it is done with something that carries lower exposure	Online or phone service in place of a face-to-face counter for difficult transactions
3. Engineering and environmental	Physical design, separation and systems	Safer counter design and separation; tested duress alarms; noise control; reporting that takes minutes, not twenty
4. Work design	Change what the work demands: staffing, rosters, authority, limits	Staffing that matches demand; caseload limits; realistic targets; clear roles; authority to defer work
5. Administrative	Procedures, rules, information and training that depend on people following them	Rostered breaks; a reporting procedure; conflict resolution; training for managers
6. Support and recovery	Help people cope, recover or get help. The least reliable layer: never the only one	Support service; check-ins after a traumatic event; wellbeing programs

Usually a combination works best. Choose with the people who do the work, think about how hazards combine, and check later that the controls work.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A psychosocial risk management plan for South Australian businesses: a plain-English plan and policy, aligned to the SA Regulations and the February 2026 codes of practice, with the registers, checklists, procedures and reports to put them into practice.

What the full product contains

- **Psychosocial Risk Management Plan for South Australia, in plain English, with a one-page policy to sign**
  02_PLAN/ (.docx and .pdf)
- **SA Regulations, code and law cross-reference, following the February 2026 psychosocial code chapter by chapter**
  02_PLAN/SA Regulations and Code Cross-Reference.docx and .pdf
- **Tools to identify hazards: checklist, work design walk-through, data sources, worker survey, focus group guide**
  03_IDENTIFY/ (five documents, .docx and .pdf)
- **Excel psychosocial risk register with dropdowns and ratings, and a control library by hazard**
  04_ASSESS_CONTROL/ (.xlsx, .docx and .pdf)
- **Change impact assessment**
  04_ASSESS_CONTROL/Change Impact Assessment.docx and .pdf
- **Reporting and response procedure with report form and triage guide; investigation procedure and record**
  05_REPORT_RESPOND/ (.docx and .pdf)
- **Traumatic event response, SafeWork SA notification guide and sexual harassment prevention plan**
  05_REPORT_RESPOND/ (.docx and .pdf)
- **Monitoring: Excel measures, quarterly review agenda, annual review checklist, officers' due diligence report**
  06_MONITOR_REVIEW/ (.xlsx, .docx and .pdf)
- **Setup guide and 90-day implementation plan**
  01_START_HERE/ (.docx and .pdf)
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

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