WHS DOCUMENTS & TEMPLATES

DOC-PSV-PLAN · Victorian Psychosocial Risk Management Plan

Product Overview

For: Victorian employers: owners and managers of small businesses, and the OHS advisers and HR managers who support larger ones

Version 1.0 · 11 November 2026

SAMPLE

A psychosocial risk management plan for Victorian employers: a plain-English plan and policy, with the registers, checklists, procedures and reports to put it into practice.

Since 1 December 2025, the Occupational Health and Safety (Psychological Health) Regulations 2025 require every Victorian employer to identify psychosocial hazards, eliminate or reduce the risks so far as is reasonably practicable, mainly by changing the work, and review the controls when the regulations say so. WorkSafe Victoria's compliance code "Psychological health" shows how.

This product gives a small business a plan it can fill in and follow, in plain English. Alongside it are the tools an OHS adviser or HR manager needs: a risk register, a control library, a worker survey, reporting and investigation procedures, a sexual harassment prevention plan built on the positive duties, a cross-reference to the regulations and the compliance code, and reports for officers. It is aligned to the Occupational Health and Safety Act 2004 (Vic), the OHS (Psychological Health) Regulations 2025, the compliance code and the Equal Opportunity Act 2010 (Vic).

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[Company name]

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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 employees 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 occupational health and safety risk: we find the hazards, assess the risks, control them and check the controls are working.

A psychosocial hazard is any factor in the work design, the systems of work, the management of work, the carrying out of the work, or personal or work-related interactions, that may cause an employee to experience negative psychological responses that create a risk to their health or safety. It can lead to 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 all our employees, including labour hire workers and apprentices, to independent contractors we engage and their employees, and to volunteers and other people affected by our work, such as customers and visitors.

2 The law in Victoria

Law or guidance	What it means for the employer
Occupational Health and Safety Act 2004 (Vic) (the OHS Act), section 21	The employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health, including safe systems of work and the information, instruction, training and supervision they need. The Act defines health to include psychological health. The employer must also protect other people from risks arising from its business.

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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 every example of a psychosocial hazard in the Victorian regulations and compliance code: high and low job demands are under job demands; poor environmental conditions under poor physical environment; poor workplace relationships under harmful behaviours; gendered violence under sexual harassment, or violence and aggression. Add any other hazard in your work.

The rest of this page, and the rest of this document, are in the full product.

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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 Victorian regulations, eliminate the risk if you can. If not, reduce it by altering the work, 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 Victoria, psychosocial risks must be eliminated so far as is reasonably practicable. If that is not reasonably practicable, they must be reduced by altering the management of work, the plant, the systems of work, the work design or the workplace environment, or by information, instruction or training, or a combination. For psychosocial risks, work down this list, most reliable first. Work design sits 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

Level 1 is elimination. Levels 2 to 4 are ways of making the alterations regulation 15 names: to the management of work, the plant, the systems of work, the work design and the workplace environment. Information, instruction and training, in level 5, may be used on their own only if none of those alterations is reasonably practicable, and must never be the main control in a combination. Level 6 is not a control on the hazard at all.

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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Victorian Psychosocial Risk Management Plan

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 Victorian employers: a plain-English plan and policy, with the registers, checklists, procedures and reports to put it into practice.

What the full product contains

- **Psychosocial Risk Management Plan for Victoria, in plain English, with a one-page policy to sign**
  02_PLAN/ (.docx and .pdf)
- **Cross-reference to the Victorian regulations, WorkSafe Victoria's compliance code and the law**
  02_PLAN/Victorian 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, WorkSafe Victoria 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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