WHS DOCUMENTS & TEMPLATES

DOC-PSW-PLAN · Western Australian Psychosocial Risk Management Plan

Product Overview

For: Western 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 Western Australian businesses: a plain-English plan and policy, aligned to the WA Regulations and WorkSafe's psychosocial code, with the registers, checklists, procedures and reports to put them into practice.

Western 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, and keep the controls working and under review. WorkSafe's codes of practice on psychosocial hazards, workplace behaviour and violence and aggression say how. And in Western Australia, a work-related psychological injury can be notifiable: for example, when a doctor considers it likely to keep a worker from their normal work for at least 10 days.

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 WorkSafe 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 2020 (WA), the Work Health and Safety (General) Regulations 2022 (WA) and WorkSafe's psychosocial code, and it says how mines and petroleum and geothermal energy operations differ.

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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 Western Australia

Law or guidance	What it means for the business
Work Health and Safety Act 2020 (WA), in force from 31 March 2022	The business must ensure, so far as is reasonably practicable, the health and safety of workers and others. Health means physical and psychological health.

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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 are the common psychosocial hazards. Check them against the table of risk factors in WorkSafe's psychosocial code, and add any other hazard in your work. When choosing controls, consider the matters in regulation 55D, such as how long, how often and how severely people are exposed, and how hazards combine.

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 WA Regulations, eliminate the risk if you can. If not, minimise it so far as is reasonably practicable, 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 Western 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. The general hierarchy of control measures in regulation 36 does not apply to psychosocial risks, but some controls are far more reliable than others, and WorkSafe's psychosocial code ranks them too. Regulation 37 requires each control to be kept effective. 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

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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Western Australian 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 Western Australian businesses: a plain-English plan and policy, aligned to the WA Regulations and WorkSafe's psychosocial code, with the registers, checklists, procedures and reports to put them into practice.

What the full product contains

- **Psychosocial Risk Management Plan for Western Australia, in plain English, with a one-page policy to sign**
  02_PLAN/ (.docx and .pdf)
- **WA Regulations, code and law cross-reference, with how mines and petroleum operations differ**
  02_PLAN/WA Regulations and Code Cross-Reference.docx and .pdf
- **WorkSafe notification guide, including when a psychological injury must be notified**
  05_REPORT_RESPOND/WorkSafe Notification Guide.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 procedure and a written sexual harassment prevention plan on the positive duty's seven standards**
  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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