# Quick safety scan – Psychological Health for Small Business

Use this quick safety scan to look at your safety systems around health and wellbeing. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. There is information on the SafeWork SA website that may assist you.

## HIGH AND LOW JOB DEMANDS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| Do you old regular team meetings to discuss projected workload for the following week and address anticipated absences |[ ] [ ] [ ]
| Do you meet with individuals to discuss workload and identifychallenges encountered or anticipated |[ ] [ ] [ ]
| Do you develop personal work plans to ensure workers areaware of their job responsibilities |[ ] [ ] [ ]
| Do you identify peaks and troughs for workload and incorporate into staffing rosters |[ ] [ ] [ ]
| Do you allocate resources such as time and equipment to ensure workers can undertake their jobs properly |[ ] [ ] [ ]
| Do you ensure utilisation of skills within everyday work |[ ] [ ] [ ]
|  |  |  |  |