



## OPERATIONS

3377 3<sup>rd</sup> Ave,

Smithers, BC V0J 2N0

Ph: (250) 847-2865 Fax: (250) 847-5439

## SAFE OPERATING AND WORK PROCEDURE No.: 0013

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**SUBJECT:** Psychological Safety in the Workplace

**EFFECTIVE DATE:** January 14, 2026

**WRITTEN BY:** School District 54

**REVISED BY:** District Health & Safety Department

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### INTRODUCTION

#### Psychological Hazards

Definition: These are hazards that directly affect an individual's mental health or cognitive functioning. They arise from significant or traumatic conditions or factors that can cause psychological harm.

- Focus: The impact on the individual's mental state and psychological health.

#### Psychosocial Hazards

Definition: These hazards stem from the way work is organized, social interactions, and the broader work environment. They influence both psychological and social well-being and can lead to significant or traumatic stressors or interpersonal conflict.

- Focus: The interaction between social factors and psychological health in the workplace.

#### Purpose

To establish a psychologically safe work environment where all employees feel respected, valued, and free to express concerns, ideas, and an environment where mistakes are treated as learning opportunities, free from humiliation, or retaliation.

#### Scope

This procedure applies to all employees, supervisors, and management across every department and worksite within the School District. It encompasses all work-related interactions, including in-person, virtual, and written communication, as well as collaborative activities, decision-making processes, and performance related discussions.

#### Definitions

- **Psychological Safety:** A shared belief that the workplace is safe for interpersonal risk-taking, including speaking up, asking questions, and admitting mistakes.
- **Mental Health:** A state of well-being in which individuals can cope with normal stresses, work productively, and contribute to their school community.

## Responsibilities

- i. **Managers/Supervisors:**
  - Model respectful and inclusive behavior.
  - Encourage open communication and feedback.
  - Address concerns promptly and confidentially.
- ii. **Employees:**
  - Treat colleagues with respect.
  - Speak up about concerns or unsafe practices.
  - Support peers in maintaining a positive work environment.

## Procedure

- i. **Foster Open Communication**
  - Hold regular team meetings where all voices are encouraged.
  - Use anonymous feedback tools if needed.
  - Normalize asking for help and admitting mistakes.
- ii. **Training and Education**
  - Provide training on psychological safety, mental health awareness, and respectful workplace behavior.
  - Include modules on recognizing signs of distress and how to respond appropriately.
- iii. **Inclusive Practices**
  - Ensure all staff feel included regardless of background, role, or tenure.
  - Celebrate diversity and encourage sharing of different perspectives.
- iv. **Responding to Issues**
  - Establish a clear, confidential process for reporting psychological safety concerns.
  - Investigate and resolve issues promptly, ensuring no retaliation.
- v. **Continuous Improvement**
  - Conduct regular assessments (e.g., surveys) to gauge psychological safety.
  - Review and update procedures based on feedback and evolving best practices.

## Legal and Regulatory Compliance

This procedure aligns with the National Standard of Canada for Psychological Health and Safety in the Workplace, a voluntary but widely adopted framework developed by the Mental Health Commission of Canada, CSA Group and WSBC. [[mentalheal...mission.ca](#)], [[csagroup.org](#)] [[WSBC](#)]

## Related Resources

- Mental Health Commission of Canada: [Workplace Standard](#) [[mentalheal...mission.ca](#)]
- CSA Group: [Psychological Safety Standards](#) [[csagroup.org](#)]
- APA: [Creating Psychological Safety](#)

## **Acknowledgment of SOWP Review:**

I acknowledge that I have read and understood the Safe Operating Work Procedure Psychological Safety in the Workplace. I agree to follow the procedures outlined above and will seek clarification if I am unsure about any aspect of Safe Operating Work Procedure Psychological Safety in the Workplace.

Annual review of this SOWP will be presented during orientation periods throughout each school year.

Employee name: (please print)

Employee signature:

Date:

Supervisor signature

Date: