Spirit Led Institute

Organisational Accommodation Audit

Psychosocial Risk, Authority and Organisational Accountability · Professional development

An original Spirit Led Institute educational tool. Not a diagnostic checklist, legal advice, accredited training or evidence that wrongdoing has occurred. Use alongside current NSW WHS legislation and SafeWork NSW guidance. Do not put identifying or confidential details into an open group exercise.

Record evidence or uncertainty, existing protection, decision owner, proposed action, target date and effectiveness review. Consult workers safely; retain protective arrangements until safer alternatives exist.

1. Who do people behave differently around?

Evidence / uncertainty: _____

Action / owner / review date: _____

2. What legitimate conversations are employees reluctant to have?

Evidence / uncertainty: _____

Action / owner / review date: _____

3. Where have complaints decreased—and do we know why?

Evidence / uncertainty: _____

Action / owner / review date: _____

4. Who acts as an informal intermediary?

Evidence / uncertainty: _____

Action / owner / review date: _____

5. Who repeatedly completes/chases/absorbs work because somebody else has not engaged?

Evidence / uncertainty: _____

Action / owner / review date: _____

6. Can compliance personnel communicate unwelcome findings without repeatedly persuading someone to hear them?

Evidence / uncertainty: _____

Action / owner / review date: _____

7. Does the person identifying risk have authority to control it?

Evidence / uncertainty: _____

Action / owner / review date: _____

8. What happens when the immediate manager refuses to engage?

Evidence / uncertainty: _____

Action / owner / review date: _____

9. Can a review proceed if a relevant manager refuses to participate?

Evidence / uncertainty: _____

Action / owner / review date: _____

10. Do workers have multiple safe reporting pathways?

Evidence / uncertainty: _____

Action / owner / review date: _____

11. Would employees expect something useful to happen if they spoke?

Evidence / uncertainty: _____

Action / owner / review date: _____

12. Where can information become trapped?

Evidence / uncertainty: _____

Action / owner / review date: _____

13. Who ultimately owns an unresolved risk once it has been reported?

Evidence / uncertainty: _____

Action / owner / review date: _____

14. Where do “difficult”, “complicated” or “strong personality” replace a description of behaviour and its effect?

Evidence / uncertainty: _____

Action / owner / review date: _____

15. What do silence, avoided meetings or withheld information allow to continue?

Evidence / uncertainty: _____

Action / owner / review date: _____

16. Which compliance tasks depend on informal compensation rather than a dependable control?

Evidence / uncertainty: _____

Action / owner / review date: _____

17. How are workers consulted about the safety and usefulness of reporting pathways?

Evidence / uncertainty: _____

Action / owner / review date: _____

18. Can governance scrutinise senior authority, track corrective actions and review whether controls work?

Evidence / uncertainty: _____

Action / owner / review date: _____

Action register

Priority 1

Risk / evidence / uncertainty:
_____
_____

Existing protection and proposed control:
_____
_____

Authorised decision owner and escalation route:
_____
_____

Consultation arrangements:
_____
_____

Target date and review of effectiveness:
_____
_____

Priority 2

Risk / evidence / uncertainty:
_____
_____

Existing protection and proposed control:
_____
_____

Authorised decision owner and escalation route:
_____
_____

Consultation arrangements:
_____
_____

Target date and review of effectiveness:
_____
_____

Priority 3

Risk / evidence / uncertainty:
_____
_____

Existing protection and proposed control:
_____
_____

Authorised decision owner and escalation route:
_____
_____

Consultation arrangements:
_____
_____

Target date and review of effectiveness:
_____
_____

Professional practice commitment

One place important information could become trapped

_____
_____

One informal accommodation we may rely upon

_____
_____

One reporting/escalation pathway we should test

_____
_____

One question we need to ask our Administration team

_____
_____

One action we will take to strengthen psychosocial safety

_____
_____

A Safe Organisation Must Be Able to Hear What It Does Not Want to Hear.

What has our organisation learned not to tell us?

References

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2025 (NSW)

SafeWork NSW — Managing psychosocial hazards at work Code of Practice

SafeWork NSW — Psychosocial hazards: identification, assessment, controls and review

SafeWork NSW — Conflict or poor workplace relationships

SafeWork NSW — Poor co-worker, supervisor and manager support

SafeWork NSW — Poor procedural justice

SafeWork NSW — Duty to consult

Reference review: 6 October 2026. Keep completed copies in authorised secure organisational records. © Spirit Led Institute.