

NOTES REGARDING THIS TEMPLATE:

It is wise practice to collaborate with your Occupational Health and Safety Committee (for libraries with 20 or more staff) or your Occupational Health and Safety Representative (for libraries with 9 to 19 staff) or your library staff (for libraries with under 9 employees) when considering conducting a Psychological Safety Assessment. WorkSafe BC expects employers to ensure that workers participate in the creation, promotion and maintenance in all matters related to the health and safety of workers.

When conducting a Psychological Safety Assessment, all employees, including the Library Directors, need to be encouraged to respond to the assessment survey.

While it is understood that some editing of the assessment survey may be seen as appropriate, the authors to the template caution against removing vital items that align with the anticipated changes WorkSafeBC is proposing to the OHS Regulation or items that encourage important areas for improvement to surface.

Further, regarding administration of the survey itself, libraries may want to offer respondents the option to attach typed responses for the short answer items (Section III) so that penmanship does not reveal identity; this may be library-dependent.

Finally, regarding scoring, it will be important to collate themes and both mean scores and range scores so that future iteration results can be compared to the baseline. Range scores provide important information regarding outlying perceptions, which are important to include from a diversity, equity, inclusion and belonging (DEIB) lens.

Pending the announcement of the anticipated changes to the OHS Regulation, the Province of British Columbia has provided information on psychological hazards which includes a section on 13 psychosocial hazards – clustered into four larger categories – job demands, organizational factors, interpersonal relationships and physical environment. As libraries collate the survey results, each library would benefit from referring to this list; each question on the survey template correlates to one of the 13 psychosocial hazards thereby allowing each library to identify the key themes requiring attention. Here is a link to that page: [Psychosocial hazards - Province of British Columbia](#)

For public libraries in BC with questions regarding the assessment tool, the authors of the can be contacted by emailing The Rogala Group at:
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