



AUDIT AND CHECKLIST

PSYCHOLOGICAL SAFETY IN THE WORKPLACE

PREPARED FOR:

ORGANIZATIONAL
LEADERS WHO CENTER
THE EXPERIENCES OF
THEIR PEOPLE

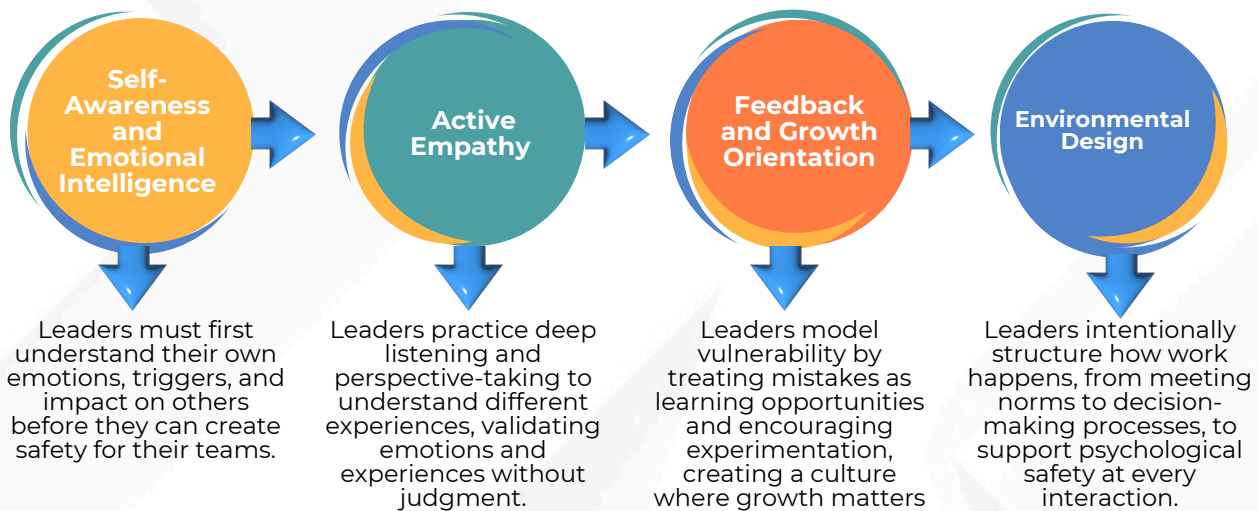
PREPARED BY:

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EVERYDAY ORGANIZATIONAL DESIGNS GLOBAL, LLC.

This document contains a comprehensive framework and audit checklist for psychological safety that integrates emotional intelligence, empathy, and growth mindset. This audit and checklist is intended to help leaders assess and build cultures where people feel safe to take risks, speak up, and learn.

Psychological Safety Framework: The SAFE Model

Foundation Principle Psychological safety exists when team members feel they can speak up, take risks, ask questions, admit mistakes, and be themselves without fear of negative consequences. This framework shows how emotional intelligence, empathy, and growth mindset work together to create this environment.



Comprehensive Psychological Safety Audit Checklist

Part 1: Self-Awareness and Emotional Intelligence

Personal Awareness Behaviors: Leaders regularly examine their own emotional responses. How well do you do the following?

I pause before reacting when hearing bad news or criticism.

strongly disagree
 slightly disagree
 neither agree nor disagree
 slightly agree
 strongly agree

I can identify what specific situations trigger defensive responses in me.

strongly disagree
 slightly disagree
 neither agree nor disagree
 slightly agree
 strongly agree

I seek feedback about my emotional impact on others.

strongly disagree
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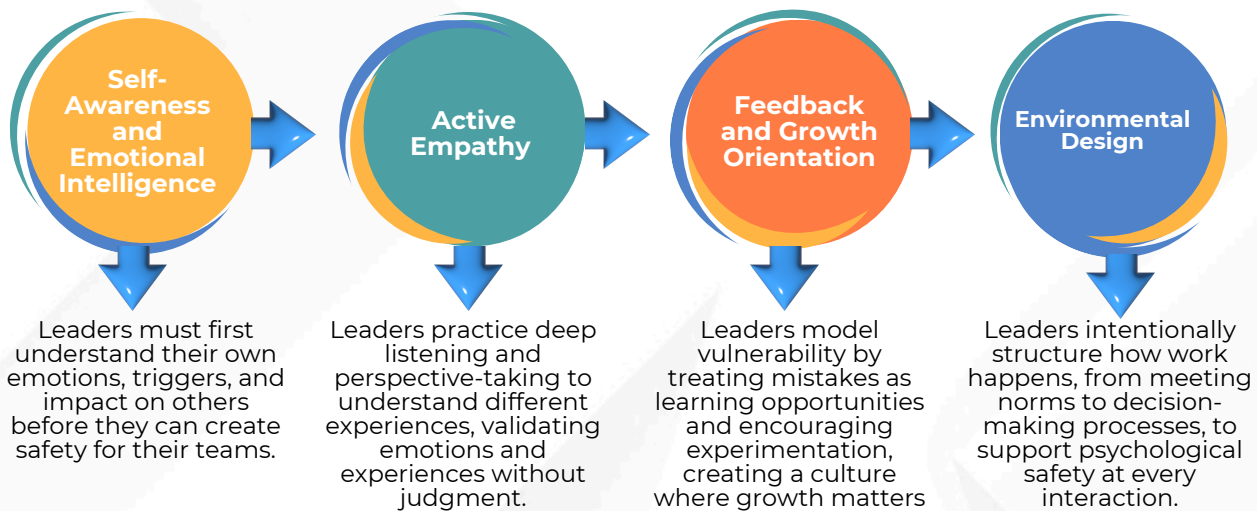
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Modeling Emotional Intelligence

Leaders demonstrate healthy emotional expression

- Do you name your own emotions in appropriate ways at work?
- Can you discuss disappointment or frustration without blaming others?
- Do you celebrate successes while also acknowledging the emotions involved in getting there?
- Have you shown your team that having emotions at work is normal and acceptable?

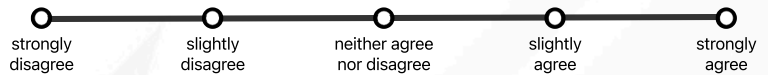
Reading the room

- Do you pay attention to body language, tone, and energy levels in meetings?
- Can you sense when someone is uncomfortable speaking up?
- Have you noticed patterns in when your team seems most engaged versus most guarded?

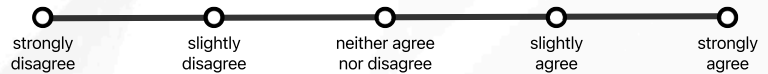
Part 2: Active Empathy

Deep Listening Practices: Leaders listen to understand rather than to respond. How well do you do the following?

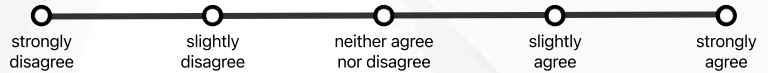
I always let people finish their thoughts without interrupting.



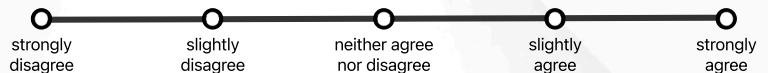
I can paraphrase what someone said to ensure I understood correctly.



I ask follow-up questions that show genuine curiosity about others perspective(s).



I am able to catch myself from formulating my response while someone is still talking, and pay full attention to the content and context of their message.



Modeling Inclusive Inquiry

- Do you specifically invite input from people who haven't spoken?
- Do you adjust your communication style to connect with different personality types?
- Have you explored why certain voices might be systematically excluded from conversations?

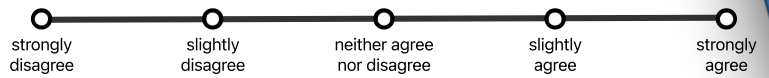
Empathetic Responses to Mistakes

- Do you acknowledge your own role in creating conditions where mistakes were more likely?
- Have you helped team members process the emotions around their mistakes without shame?
- When someone makes a mistake, do you first ask "what happened" before assigning blame?
- Can you identify the circumstances and pressures that contributed to an error?

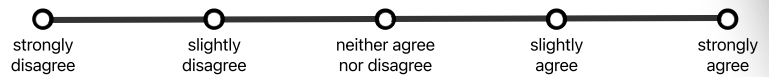
Part 3: Feedback and Growth Orientation

Normalizing Mistakes as Learners: Leaders treat errors as valuable information. How well do you do the following?

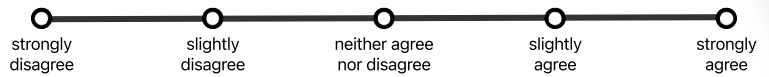
I openly discuss your own mistakes and what you learned.



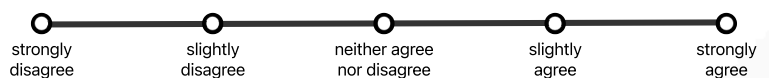
I ensure team members can admit errors without fear of punishment or career damage.



I celebrate "productive failures" where the team learned something important.



I have created formal processes for extracting lessons from things that went wrong.



Growth Oriented Behaviors

- Do you celebrate progress and improvement, even when results aren't perfect yet?
- Can you reframe setbacks as "data" or "information" rather than failures?
- Can you recognize when someone stretched themselves, regardless of the outcome?
- Do you highlight examples of people applying new skills or approaches?
- Have you helped team members see challenges as opportunities to grow?

Encouraging Risk Taking

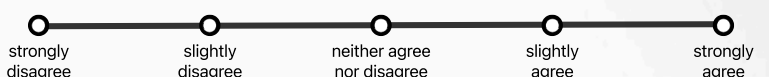
Leaders support employees taking calculated risks

- Do you explicitly give permission to try new approaches?
- Can team members pilot ideas without needing perfect plans first?
- Do you protect people who took smart risks that didn't pan out?
- Have you allocated resources specifically for experimental projects?

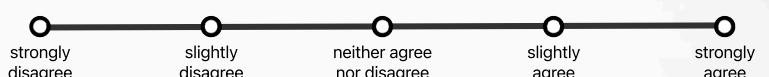
Part 4: Environmental Design

Meeting Structures and Norms: Leaders create forums where everyone can contribute. How well does your team do the following?

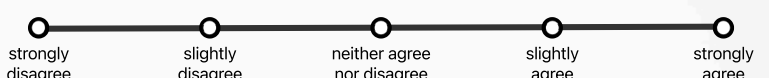
Our meetings have clear structures that prevent a few voices from dominating.



People have learned to challenge ideas without challenging people.



We use techniques like round-robins or silent brainstorming to ensure diverse input.



We have developed, established and enforced norms about respectful disagreement.



Decision-Making Transparency

- Do people understand how decisions get made and who has input?
- Can team members see how their contributions influenced outcomes?
- Do you explain the reasoning behind decisions, especially when you can't accept someone's input?
- Have you identified which decisions need consensus versus leadership judgment?

Handling Conflict Constructively

- Do you intervene when you notice interpersonal conflicts affecting safety?
- Can team members disagree productively without fearing it will damage relationships?
- Do you model how to work through disagreements respectfully?
- Have you provided training or support for conflict resolution skills?

To create psychologically safe environments, leaders must model safety:

Accountability with Dignity:

- Separate performance issues from personal worth
- Have difficult conversations about underperformance without shaming
- Focus on specific behaviors and their impact rather than character attacks
- Provide support and resources when asking people to improve

Workload and Pressure Management:

- Monitor if stress levels are making people afraid to admit they're struggling
- Ensure your team feels comfortable saying "I need help" or "this deadline is unrealistic" without penalty
- Adjust expectations when you've asked too much of one person
- Normalized talking about capacity and boundaries

Inclusive Policies and Practices:

- Ensure your policies account for different circumstances
- Provide flexibility or accommodations without others thinking it's special treatment
- Regularly audit whether your practices exclude or disadvantage certain groups
- Involve diverse voices in designing how work gets done

LEARN MORE

about our Psychological Safety Certificate Course. It's great for leaders, teams and individuals.

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