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Psychological Safety Checklist

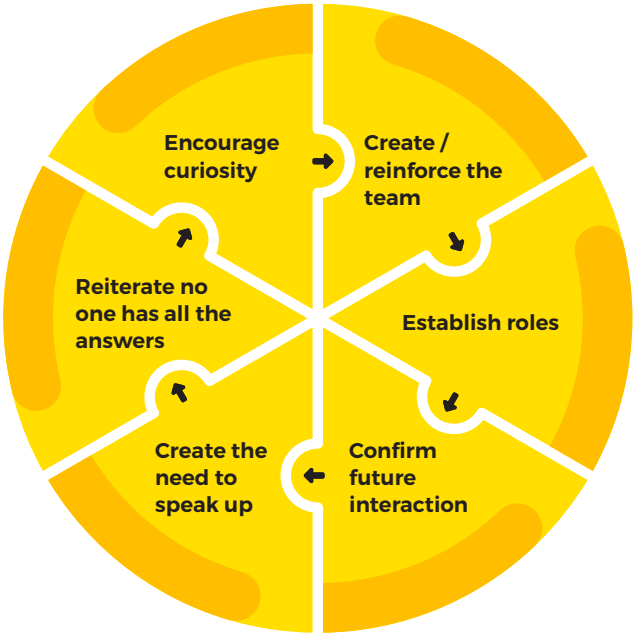
PURPOSE

This checklist can be used to create a psychologically safe decision making environment. The checklist acknowledges that there are simple strategies to use so that people can feel safe while enhancing or establishing trusting relationships very quickly.

WHAT IS PSYCHOLOGICAL SAFETY?

Psychological safety is a shared belief that the team is safe for interpersonal risk taking, where people feel that they can speak up in the face of authority or power gradients, disagree with a preferred option, or identify and then talk about something that just doesn't feel quite right.

Creating a psychologically safe environment requires the following strategy:



It is suggested that the team leader adopts the following actions when the team is first formed, and repeats the steps when new members join the team or at the beginning of a new shift.

ACTIONS

- 01 ☐ Ensure that everyone has introduced themselves.
- 02 ☐ Clarify roles and make them visible.
- 03 ☐ Confirm future interaction (availability, meeting times, methods of communication).
- 04 ☐ Encourage the team to speak up if they have any concerns or doubts.
- 05 ☐ Acknowledge your own fallibility (you may make mistakes and can sometimes be wrong).
- 06 ☐ Ask the team if anyone has any questions or concerns.

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