

PSYCHOSOCIAL RISK REGISTER

PSY-REG-RC-2026-01

Prompt Assembler — Prompt 11 | ISO 45003:2021 | QLD WHS Reg 2023

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Why This Document Exists

Queensland's **Work Health and Safety Regulation 2011** was amended in **2023** to formally classify psychosocial hazards as a WHS risk category. They now require the same identify–assess–control–consult–monitor cycle as physical hazards. Most civil contractors do not yet have this documented. This register demonstrates compliance readiness for Tier 1 prequalification and CQMS Raize HSEQ submissions. All entries use role titles — no personal names.

1. Legal Basis

Legislation	Queensland Work Health and Safety Regulation 2011 (as amended 2023) — psychosocial hazards are now a formal WHS risk category requiring the same identify–assess–control–monitor cycle as physical hazards.
Standard	ISO 45003:2021 — Occupational health and safety management: Psychological health and safety at work. Provides the international guidance framework for integrating psychosocial risk into an OHS system.
Definition	A psychosocial hazard is any work condition — in how work is designed, managed, or the social environment — that can cause psychological or physical harm.

Risk Rating Scale

HIGH	Likely in normal operations — significant impact on psychological or physical health.
MEDIUM	Possible given work context — moderate impact on health or wellbeing.
LOW-MED	Lower likelihood or minor impact — monitor and review regularly.

2. Psychosocial Hazard Register

All entries use role titles — no personal names. Eight hazards identified based on Redstone Civil's team structure, operating area, services, and concurrent project workload.

Hazard	How it arises in this work	Role most exposed	Risk rating	Primary control measure	Review frequency
Heat-related fatigue & cognitive load	Long shifts operating plant in NQ heat, limited shade, high concentration tasks	Plant Operator / Grader Operator	HIGH	Rotate tasks, enforce heat-rest schedule, ensure cool water and shade available	Monthly (wet season: fortnightly)
Remote and isolated work	Jobs on drainage channels, rural roads, and subdivisions with limited immediate support	Truck Driver / Labourer	HIGH	Lone worker check-in system, GPS tracking, pre-start communication plan	Monthly
Workload and role overload	Director managing quoting, client communication, site supervision, and admin across 3 concurrent projects	Director / Leading Hand	HIGH	Delegate admin tasks to Office Manager, set realistic project load, weekly workload review	Monthly
Supervisor span of control	One Leading Hand overseeing multiple crews across different sites simultaneously	Leading Hand	MEDIUM	Clear daily task sheets, radio/phone check-ins, limit number of concurrent active sites	Quarterly
Seasonal deadline pressure	Wet season compression causing rapid mobilisation and extended days to meet client deadlines	All site roles	MEDIUM	Forward planning, staggered shifts, early client communication about weather-related risks	Quarterly
Job insecurity & financial stress	Project-based revenue, variable income, pressure to secure next contract	All employees	MEDIUM	Transparent pipeline updates, regular one-on-one check-ins, financial wellbeing resources	Quarterly
Conflict in small team environments	Close-knit team, long hours, limited HR structure, disagreements escalating quickly	All site roles	MEDIUM	Toolbox talks on respectful communication, early intervention by Leading Hand	Monthly
Poorly defined roles during growth	Business expanding — informal job descriptions, new responsibilities unclear for newer staff	Office Manager / Casual Labourer	LOW-MED	Written role descriptions, onboarding checklist, clear reporting lines established	Quarterly

Risk ratings are based on Redstone Civil's current team size (7 staff), three-project concurrent capacity, NQ operating area, and owner-operated structure. Review ratings quarterly or when team size, services, or project load changes.

3. Consultation Record Template

Print this page and complete after each toolbox talk or one-on-one check-in regarding psychosocial hazards. Two sample rows are provided. Role titles only — no personal names. Keep completed records for a minimum of 5 years.

Date	Method	Topics covered	Roles who participated	Issues raised	Action taken	Follow-up date
03/06/2026	Toolbox talk	Heat fatigue, hydration, early knock-off option in extreme heat	Plant Operator, Truck Driver / Labourer	Operators feeling drained by 34°C days	Introduced 15-min shaded rest every 2 hours. Water on all machines.	10/06/2026
22/05/2026	One-on- one	Workload pressure during 3 concurrent jobs	Director / Leading Hand	Difficulty managing client calls while supervising on site	Office Manager to take client calls 8am–12pm to reduce Director load	05/06/2026

Green rows are sample entries. Blank rows are for manual completion — print additional copies as needed. Transfer to a digital log when full.

Additional Entries

Use for quick-capture entries, follow-up notes, or second entries from the same session. Cross-reference the Date / Session Ref to the main table above where applicable.

Date / Session ref	Entry — additional notes, action items, and follow-up
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4. What to Build Next

Recommended next documents to build toward Tier 1 HSEQ readiness and CQMS Raize prequalification. Each item directly extends the foundation established by this register.

- 1

Psychosocial Risk Management Procedure
 A one-page procedure aligned with **ISO 45003:2021** describing how Redstone Civil identifies, assesses, controls, and reviews psychosocial hazards. Required for Tier 1 HSEQ submission packages.
- 2

Role-Specific Job Descriptions & Reporting Lines
 Written job descriptions for each of the 7 roles covering responsibilities, reporting lines, and expectations. **CQMS Raize** requires this as evidence of organisational capability.
- 3

Formal Consultation & Issue-Resolution Log
 A digital or printed log capturing ongoing worker consultation on psychosocial and physical hazards, with actions and close-out records. Required evidence for head contractor prequalification audits.

Document Ref	PSY-REG-RC-2026-01	Tool	Prompt Assembler — Prompt 11 (Psychosocial Risk Review)
Version	1.0 — Initial issue	AI Tool	Claude Sonnet 4.6
Standard	ISO 45003:2021	Status	Initial register — review quarterly or on team / project change

This register was generated using Prompt 11 of the Prompt Assembler at consultancydd.com/tools/prompt-assembler/. Role titles are used throughout — no personal names appear in this document. Redstone Civil Pty Ltd is a fictional practice company — all data is illustrative and for training purposes only.