

## CONSENT FORM: Workplace Survey Participant

**Research Title:** *Guarding Minds @ Work (GM@W): A Workplace Guide to Psychological Safety and Health*

### Researchers

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### Purpose of the Research

The purpose of this research is to learn about psychological safety and health across a range of workplace settings in Canada. To this end, survey information is being gathered from employees about their workplace experiences. This information is being collected as part of Guarding Minds @ Work, an evidence-based set of resources that employers can use and access to identify areas of psychosocial risk in the workplace. The resource is designed by mental health and legal experts to provide employers and employees with information and tools to create and sustain a psychologically healthy work environment.

### Description of the Research

Survey respondents will be asked questions about their experiences in their current workplace as they pertain to psychological safety and health issues. Questions will be asked in a range of areas, including: work/life balance, workload, management practices, leadership and communication. Employers will not receive information on individual employee responses.

### Potential Harms

There are no identifiable harms associated with your participation in this research.

### Potential Benefits

There has been growing concern in Canada with promotion of mental health in the workplace. Guarding Minds @ Work is an evidence-based resource that will assist workplaces to identify and appropriately address psychosocial risk factors. This resource is grounded in evidence-based research and has been developed in consultation with informed stakeholders at the national and international level.

### Confidentiality

Confidentiality will be respected. Any information that is obtained during this study will be kept confidential. Knowledge of your identity is not required. You will not be required to write your name or any other identifying information on research materials. Materials will be maintained in a secure location. ***Only aggregate data will be collected – individual employee responses will not be shared with employers.***

*Data Security: Data is encrypted in transmission from participant to web server using SSL. This thwarts man-in-the-middle and packet capture. Data stored on the web server is not encrypted, but seeing as no personally identifiable information is stored, there is minimal to zero risk to the participant.*

### Participation

Participation in research must be voluntary. You may choose not to participate. Your choice to not participate will have no adverse effects on you or your employment. If you choose to participate and later change your mind, you can say no and stop participating at any time.

Should you wish to obtain information about your rights as a participant in research, or about the responsibilities of researchers, or if you have any questions, concerns or complaints about the manner in which you were treated in this study, please contact the Director, Office of Research Ethics by email at [hweinber@sfu.ca](mailto:hweinber@sfu.ca) or phone at 778-782-6593. Results of the study can be obtained by contacting Dr. Joti Samra by phone at 778-782-7671.

Your acceptance of this form and your participation in the web survey will signify that you have reviewed a document that describes the procedures, whether there are possible risks, and the benefits of this research study. It also indicates that you have received an adequate

## Guarding Minds @ Work: PSR-12 (Psychosocial Risk) Employee Survey

### What is GM@W?

Guarding Minds @ Work: A Workplace Guide to Psychological Safety and Health ([www.guardingmindsatwork.ca](http://www.guardingmindsatwork.ca)) is a unique Canadian resource designed to address and enhance psychological safety and health in the workplace. **A psychologically safe and healthy workplace is one that promotes employees' psychological well-being and does not harm employee mental health in negligent, reckless or intentional ways.**

You are being asked to complete this survey because your workplace is undertaking a review of its psychological safety and health. **Employee input is a critical component of this review.**

**Survey Instructions:** This survey contains 60 statements about common work experiences. The statements cover a range of topics including work responsibilities, work relationships and leadership.

Please indicate whether you strongly agree, somewhat agree, somewhat disagree, or strongly disagree with each statement.

When responding to these statements, please keep the following in mind:

- Answer based on **your own personal experiences** in your **current** job.
- Choose the answer that is true **most of the time**.
- This survey is concerned with your **thoughts, opinions and feelings**. If you are unsure of an answer, please select the option that you believe is **most likely to be true**.

*Please note: Your answers are anonymous and individual responses will be kept confidential.*

*This questionnaire takes 10 to 15 minutes to complete.*

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
1. My employer offers services or benefits that adequately address my psychological and mental health.	4	3	2	1
2. All people in our workplace are held accountable for their actions.	4	3	2	1
3. In my job, I know what I am expected to do.	4	3	2	1
4. People treat each other with respect and consideration in our workplace.	4	3	2	1
5. Hiring/promotion decisions consider the “people skills” necessary for specific positions.	4	3	2	1
6. I receive feedback at work that helps me grow and develop.	4	3	2	1
7. My immediate supervisor appreciates my work.	4	3	2	1
8. I am able to talk to my immediate supervisor about how I do my work.	4	3	2	1
9. The amount of work I am expected to do is reasonable for my position.	4	3	2	1
10. I enjoy my work.	4	3	2	1
11. My employer encourages me to take my entitled breaks (e.g., lunchtime, sick time, vacation time, earned days off, parental leave).	4	3	2	1
12. My employer is committed to minimizing unnecessary stress at work.	4	3	2	1
13. My supervisor would say or do something helpful if I looked distressed while at work.	4	3	2	1
14. People at work show sincere respect for others’ ideas, values and beliefs.	4	3	2	1
15. Leadership in my workplace is effective.	4	3	2	1
16. Our workplace effectively handles “people problems” that exist between staff.	4	3	2	1
17. My company hires people who fit well within the organization.	4	3	2	1
18. My supervisor is open to my ideas for taking on new opportunities and challenges.	4	3	2	1
19. I am paid fairly for the work I do.	4	3	2	1
20. I have some control over how I organize my work.	4	3	2	1
21. I can talk to my supervisor about the amount of work I have to do.	4	3	2	1
22. I am willing to give extra effort at work if needed.	4	3	2	1
23. I am able to reasonably balance the demands of work and personal life.	4	3	2	1
24. My immediate supervisor cares about my emotional well-being.	4	3	2	1

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
25. I feel supported in my workplace when I am dealing with personal or family issues.	4	3	2	1
26. Difficult situations at work are addressed effectively.	4	3	2	1
27. I am informed about important changes at work in a timely manner.	4	3	2	1
28. People from all backgrounds are treated fairly in our workplace.	4	3	2	1
29. I have the social and emotional skills needed to do my job well.	4	3	2	1
30. I have the opportunity to advance within my organization.	4	3	2	1
31. My company appreciates extra effort made by employees.	4	3	2	1
32. My opinions and suggestions are considered at work.	4	3	2	1
33. I have the equipment and resources needed to do my job well.	4	3	2	1
34. My work is an important part of who I am.	4	3	2	1
35. My employer promotes work-life balance.	4	3	2	1
36. My employer makes efforts to prevent harm to employees from harassment, discrimination or violence.	4	3	2	1
37. My workplace supports employees who are returning to work after time off due to a mental health condition.	4	3	2	1
38. I feel that I am part of a community at work.	4	3	2	1
39. My supervisor provides helpful feedback on my performance.	4	3	2	1
40. Unnecessary conflict is kept to a minimum in our workplace.	4	3	2	1
41. My supervisor believes that social skills are as valuable as other skills.	4	3	2	1
42. My company values employees' ongoing growth and development.	4	3	2	1
43. Our organization celebrates our shared accomplishments.	4	3	2	1
44. I am informed of important changes that may impact how my work is done.	4	3	2	1
45. My work is free from unnecessary interruptions and disruptions.	4	3	2	1
46. I am committed to the success of my organization.	4	3	2	1
47. I can talk to my supervisor when I am having trouble maintaining work-life balance.	4	3	2	1
48. I would describe my workplace as being psychologically healthy.	4	3	2	1

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
49. People in my workplace have a good understanding of the importance of employee mental health.	4	3	2	1
50. Employees and management trust one another.	4	3	2	1
51. My organization provides clear, effective communication.	4	3	2	1
52. My workplace has effective ways of addressing inappropriate behaviour by customers or clients.	4	3	2	1
53. My position makes good use of my personal strengths.	4	3	2	1
54. I have the opportunity to develop my “people skills” at work.	4	3	2	1
55. My employer values my commitment and passion for my work.	4	3	2	1
56. My employer encourages input from all staff on important issues related to their work.	4	3	2	1
57. I have control over prioritizing tasks and responsibilities when facing multiple demands at work.	4	3	2	1
58. I am proud of the work I do.	4	3	2	1
59. I have energy left at the end of most workdays for my personal life.	4	3	2	1
60. My employer deals effectively with situations that may threaten or harm employees (e.g., harassment, discrimination, violence).	4	3	2	1

**Areas of Concern** (if not applicable, indicate N/A):

- 1) In my workplace, I am experiencing discrimination because of my cultural/ethnic background, disability, sexual orientation, gender or age.  
 Yes    No    N/A
- 2) In my workplace, I am being bullied or harassed, either verbally, physically or sexually.  
 Yes    No    N/A
- 3) I believe I am suffering from a mental illness.  
 Yes    No
  - a. (if yes...) In my workplace, I am being treated unfairly due to my mental illness.  
 Yes    No