

# PRisMA 2024 — Employer Readiness Checklist

Everything to have in place before, during and after your psychosocial risk assessment · Based on the DOSH *Guidelines on Psychosocial Risk Assessment and Management at the Workplace 2024*

## A · Governance — before anything else

- Confirm your duty: under the **OSHA (Amendment) Act 2022**, employers shall conduct risk assessments covering psychosocial risk.
- Define your **work units** (divisions, sections, areas) — include middle and top management units; each unit gets its own report.
- Appoint a **Psychosocial Trained Person (PTP)** — internal (after DOSH-recognised training) or an external certified PTP.
- Set the assessment window and inform your OSH committee.

## B · Preparing the workforce

- Announce the programme **early** — response rate drives the quality of every result downstream.
- Run an awareness session (bilingual if your floor is) covering what LEO26 asks and why.
- Address confidentiality head-on: responses are protected under **PDPA 2010**; management sees work-unit results only, never individual scores.
- Schedule sessions so every employee in the targeted units can attend.

## C · During the assessment

- Distribute the **LEO26** questionnaire to all employees in the targeted work units.
- Chase completion — aim for the highest possible response rate before closing the window.
- Have management present existing welfare initiatives — the assessment should look like commitment, not surveillance.

## D · After the results

- Receive the PTP's written report — due within **30 days** of completing the assessment, one report per work unit.
- For any **high-risk** unit: complete the **EPC23** employer checklist and match it against the LEO26 findings.
- Build the **PRiMA action plan** — specific interventions with owners and dates across the seven action themes.
- Diarise reassessment: **12 months** for high-risk units, **2 years** (or when circumstances change) for low-risk.
- Keep all records at least **7 years** for DOSH audit.

**The one item employers most often miss:** the early announcement (B1). A unit where only a third of employees respond produces a risk percentage that means very little — and the fix costs nothing but a memo and a town-hall slot.

Prepared by **Dr. Kirath Sidhu** (Dr. Harkirath Singh Harbans Singh) — Occupational Health Doctor · DOSH-Certified Psychosocial Trained Person (Reg. PTP-291/26) · HRD Corp Registered Trainer  
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