Psychological Safety @Workplace Checklist

☐ Respect pronouns, avoid ableist phrases, and use people-first language (e.g., "person with a disability")

☐ Regularly ask quieter members what they think, especially those from underrepresented groups

☐ Attribute ideas and contributions correctly, especially for those often overlooked

☐ Not everyone is comfortable speaking up. Enable written inputs, anonymous forms, or buddy systems

☐ Especially in neurodiverse teams, give space after a question before rushing to speak

☐ Let employees define what safety, respect, and inclusion look like for them

☐ Leaders model vulnerability by admitting their errors without defensiveness

☐ Replace "That's wrong" with "Can you help me understand more about that?"

☐ Understand how past harm may influence how people engage, and train managers in trauma-informed leadership.

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