

SAFETY TALK ON WORKPLACE BULLYING

Workplace bullying and harassment is a safety and health issue that can compromise the mental and physical health and safety of workers. Harassment is objectionable conduct that creates a risk to the health of a worker or severe conduct that adversely affects a worker's psychological or physical well-being.

Bullying and harassing behavior can include:

- Verbal or written abuse or threats
- Personal ridicule
- Malicious or uncalled for interference with another's work
- Spreading malicious rumours.

Reasonable day-to-day actions by a manager or supervisor that help manage, guide or direct workers in the workplace isn't harassment or bullying. Appropriate employee performance reviews or discipline by a supervisor or manager isn't harassment or bullying.

Risk Assessment/Hazards

Bullying and harassment affect people differently. Reactions may include any of the following:

- Impaired concentration or capacity to make decisions, which could lead to safety hazards (such as lack of attention when working with dangerous equipment)
- Distress, anxiety, sleep loss or the potential for substance abuse
- Physical illness
- Reduced work performance.

Bullying and harassment can also effect the overall workplace and may include the following:

- Reduced efficiency and productivity due to poor staff morale
- Increased stress and tensions between workers
- High absenteeism rates
- Higher turnover, resulting in higher recruitment costs
- Higher levels of client dissatisfaction.

Control Measures/Safeguards

Supervisor duties include the following:

- Not engage in bullying and harassment
- Apply and comply with workplace policies and procedures on bullying and harassment
- Document details of what you see including dates, details, and witnesses.
- Promptly report any incidents to your project manager or the operations manager.
- Ensure all workers and supervisors know and follow the harassment prevention policy at all times.

Worker duties include the following:

- Act in a reasonable manner in the workplace
- Report if harassment is observed or experienced
- Comply and apply with the employer's policies and procedures on bullying and harassment.

If you are the target of, or witness to, bullying and harassment:

- Tell the bully what behaviour was inappropriate
- Make it clear the behaviour is unwanted and unacceptable
- Tell the bully to stop
- Stay calm
- Don't retaliate
- Report it

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Date: _____ Supervisor: _____

Project: _____ Job Location: _____

Other safety issues or suggestions made by crew members:

Record of those attending:

Name: (please print)	Signature:
1.	
2.	
3.	
4.	
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13.	