

# bullying & harassment- cyberbullying

Instructor Guide

## Safety Talk Overview:

**What & Why?** Safety Talks are a method to refresh an employee’s knowledge and skills, maintain their interest in safety and illustrate the organization’s commitment to creating a healthy & safe work environment.

**Who & When?** Generally, these Safety Talk meetings are led by a supervisor, member of the JHSC, or Worker H&S Representative and should be mandatory for all crew members to attend. The content should be focused on a single topic. Safety Talks can be performed on a weekly basis or before the start of a new scope of work and should be about 15 minutes in duration.

go2HR developed this safety talk template for employers to customize and use for any topic in their organization. The Participant Handout should include information that you hope the worker will retain from the safety talk content and should be handed out during the safety talk for workers to reference later. Feel free to use it at your discretion.

**Bullying and Harassment Overview**

According to WorkSafeBC, a worker is bullied and harassed when someone takes an action that they knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. An important aspect to consider is internet harassment, also known as "cyberbullying," which refers to using the internet to bully, harass, threaten, or embarrass others. Preventing cyberbullying in the workplace is crucial to safeguarding employees' well-being, fostering a positive work environment, and maintaining productivity and morale. Prevention requires education, awareness, and proactive intervention to create a safer and more compassionate online environment for all.

**Safety Talk Outline (using the handout below):**

1. Bullying and Harassment Overview

2. Examples of Internet Harassment and Cyberbullying

3. Preventing Internet Harassment and Cyberbullying

4. Discussion Questions

**Additional Resources**

-[CCOHS: Internet Harassment or Cyberbullying](https://www.ccohs.ca/oshanswers/psychosocial/cyberbullying.html)

-[WorkSafeBC Bullying and Harassment Resource Toolkit](https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment/resource-tool-kit)

## Topic Overview:

## Safety Talk Facilitator Guidance

🞏 **Introduce** the topic and why it’s important

🞏 **Discuss** the associated hazards and likely incidents

🞏 **Tour** the work zone identifying hazardous areas

🞏 **Distribute** the Participant Handout

🞏 **Use** the info above to guide the discussion

🞏 **Document** the talk using the Safety Talk Record

🞏 **Explain** what controls are used to minimize the risks

🞏 **Remind** employees about applicable PPE usage

🞏 **Emphasize** the importance of safe work procedures

🞏 **Ask questions** to generate group discussion

🞏 **Answer any questions** or concerns they might have

🞏 **Set a good example** by working safely at all time

# bullying & harassment- cyberbullying

Safety Talk Record

|  |  |
| --- | --- |
| **Discussion Leader:** | **Date:** |
| **Department:** | Time: |

### Attendees (Please print your name and sign beside it. If you are a contractor, also include your company name):

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### Near miss/incidents and investigations reviewed: ☐ None this month

### Any questions or concerns from workers?

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| --- | --- | --- | --- |
| **Action needed:** | **Person responsible:** | **Due date:** | **Completed date:** |
|  |  |  |  |
|  |  |  |  |

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| --- | --- |
| **Supervisor/Manager print name & sign:** | **Date:** |

### Reviewed by:

# Bullying & harassment- cyberbullying

**Bullying and Harassment Overview**

According to WorkSafeBC, a worker is bullied and harassed when someone takes an action that they knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. When an employer or supervisor takes reasonable action to manage and direct workers, it is not bullying and harassment. Internet harassment, also known as "cyberbullying," refers to using the Internet to bully, harass, threaten, or embarrass others.

**Examples of Internet Harassment and Cyberbullying**

-Sending unsolicited, purposely negative, threatening, harassing, or virus emails/message/content

-Spreading rumours or making defamatory comments online

-Impersonating the target online to provoke negative responses

-Leaving abusive messages on social media or other online platforms

**Preventing Internet Harassment and Cyberbullying**

-Maintain Professionalism- always communicate online in a respectful manner, avoiding any behavior that could be considered harassing or bullying.

-Consider the Message- before posting content or comments online, consider how they might be perceived by others.

-Protect Personal Information- be cautious about sharing personal details online, including on social media platform.

-Adjust Privacy Settings- familiarize yourself with the privacy settings that the workplace offers and on your personal applications.

-Document Communication- keep records of any harassing or bullying behavior encountered online, such as screenshots or messages.

-Support Co-workers- comfort co-workers experiencing Internet harassment or cyberbullying, encouraging them to report incidents and providing guidance on available resources.

-Stay Informed- stay informed about the organization's policies and procedures regarding health and safety, and participate in any relevant training or educational programs.

-Report Bullying and Harassment- if you are confronted with a harmful situation, remove yourself in a non-confrontational way. Review your organization’s bullying and harassment policy, and follow the steps to disclose or report the situation.

**Continue the Conversation**

-Are there any additional preventative measures you would suggest?

-How can coworkers support those facing online harassment and what’s the role of bystander intervention?

-What challenges might workers encounter when addressing online harassment, and how can they overcome them?

-How has remote work and virtual communication affected only harassment and what specific strategies apply here?

**Additional Resources**

-[CCOHS: Internet Harassment or Cyberbullying](https://www.ccohs.ca/oshanswers/psychosocial/cyberbullying.html)

Participant Handout

### For more information on this topic or if you have questions, contact: