

# Bullying & Harassment Overview

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. When an employer or supervisor takes reasonable action to manage and direct workers, it is not bullying and harassment. Understanding and preventing workplace bullying and harassment is crucial as it not only safeguards employees' well-being but also fosters a conducive work environment for productivity and growth. Prevention is key as it allows employers to proactively address issues before they escalate, ensuring a safe and respectful workplace culture for all.

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

1. Explain some examples of bullying as it relates to WorkSafeBC’s definition

2. Discuss the how bullying and harassment affects the individual, bystanders, and the workplace

3. Outline the reporting procedure

4. Facilitate a group discussion using the following discussion questions

5. Provide additional resources

**Additional Resources**

-[CCOHS: Bullying in the Workplace](https://www.ccohs.ca/oshanswers/psychosocial/bullying.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 Overview

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:** |
|  |  |  |  |
|  |  |  |  |

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

### Reviewed by:

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**Examples of Bullying**

Bullying can manifest in various subtle and overt forms, and this list isn't exhaustive. Recognizing bullying often involves observing repeated incidents, although a single lasting event can also indicate bullying. Some examples include:

-Spreading malicious rumours, gossip, or innuendos

-Excluding, isolating, undermining, or intimidating a person

-Physically abusing or threatening abuse

-Sexual harassment, such as unwanted touching or sexual suggestions

-Removing areas of responsibilities without cause or constantly changing work guidelines

**Effects of Bullying**

Individuals who are subjected to bullying or witness bullying may undergo various effects. These responses include:

Shock, anger, frustration, vulnerability, confidence loss, sleep problems, appetite loss, psychosomatic symptoms like stomach pains and headaches, panic or anxiety, family tension, concentration difficulties, low morale, and productivity decline.

Bullying impacts the overall well-being of an organization. A hostile work environment can lead to various consequences, including: increased absenteeism, turnover, stress, costs (EAPs, recruitment), incident risk, decreased productivity, motivation, morale, corporate image, and customer service quality.

**What to do?**

Report workplace bullying and harassment promptly to your employer. It's everyone's duty to take reasonable measures to prevent such behavior. Employers must establish procedures for addressing reports, including investigation protocols, defining roles, and ensuring proper follow-up and record-keeping. Do you know the process? Let’s discuss together!

**Let’s Talk About it**

Now that we’ve discussed definitions, examples, and follow-up, how can we prevent bullying and harassment? What are some strategies we can focus on to continue building a respectful workplace? Here are some additional discussion questions:

-Can you identify any subtle forms of bullying or harassment that may not be immediately recognizable?

-How do you think bystanders can contribute to addressing bullying and harassment in the workplace?

-What steps can individuals take to support colleagues who may be experiencing bullying or harassment?

Participant Handout

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