Tool Box Talk Work Place Bullying

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

Bullying and harassing behavior can include:

• Verbal or written abuse or threats and gestures
• Personal ridicule
• Malicious or uncalled for interference with another’s work or tools
• Spreading malicious rumors’

Reasonable day-to-day actions by a foreman or supervisor that help manage or direct a worker isn’t harassment or bullying. Appropriate employee performance interactions or discipline by a supervisor or foreman isn’t considered harassment or bullying.

Risk Assessment

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

• Decreased concentration or capacity to make decisions, which could lead to safety hazards (such as lack of attention when working with dangerous equipment or in dangerous areas on a site)
• Distress, anxiety, anger, sleep loss or the potential for substance abuse
• Physical illness
• Reduced work performance.
• Retaliation in manner which may cause damage to material, equipment or harm personnel

Bullying and harassment can also affect the overall workplace and may contribute to the following:

• Reduced efficiency and productivity due to poor morale
• Increased stress and tensions between workers
• Increased absenteeism
• Increase turnover, resulting in increased workloads or hours of work
• Lower levels of client/ owner satisfaction

Control Measures/Safeguards

Employer duties shall address the following:

• Not participate or allow bullying and harassment
• Develop a written policy and action plan to prevent harassment in the workplace
• Develop and implement procedures for reporting incidents and complaints
• Ensure all workers and supervisors know and follow the harassment prevention policy at all times.

Worker duties include the following:

• Act in a reasonable/professional manner in the workplace
• Report if harassment is observed or experienced
• Apply and Comply with the employer’s policies and procedures on bullying and harassment.
Many companies treat any actions or behavior in violation of an employer’s policy on harassment or bullying with immediate discipline up to, and including, termination of employment.

**Tool Box Talk Work Place Bullying**

Date: ________________________________

Supervisor: ________________________________

Performed By: ________________________________

Location/Site: ________________________________

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