

>> SAFETY TALK – Workplace Bullying and Harassment

Workplace bullying and harassment is a safety and health issue that can compromise the mental and physical health and safety of workers. To 'harass' means to engage in a course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome. **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; etc.

Reasonable day-to-day actions by a manager or supervisor that help manage, guide or direct workers or the workplace is not harassment. Appropriate employee performance reviews or discipline by a supervisor or manager is not harassment.

Bullying and harassment affects people differently. Reactions may include one or any combination 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; etc.

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

- 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; etc.

Employer duties include the following:

- not engaging in bullying and harassment;
- developing a written policy and action plan to prevent harassment in the workplace;
- developing and implementing procedures for reporting incidents and complaints; and
- ensuring all workers and supervisors know and follow the harassment prevention policy at all times.

Worker duties include the following:

- acting in a reasonable manner in the workplace;
- reporting if harassment is observed or experienced; and
- complying with the employer's policies and procedures on bullying and harassment.

Does your workplace currently have a harassment prevention policy and is it communicated to everyone?

Complete and attach Toolbox Meeting Form and process as per company policy.

Safety Talk adapted for NLCSA, with permission, from the Manitoba Heavy Civil Association.



TOOLBOX MEETING FORM

Date: _____ Project: _____

Supervisor: _____ No. in Crew: _____ No. Attending: _____

Review Last Meeting:

	Names of Attendees (Signature Required)
Topics Discussed (policies, practices, procedures, hazard assessment):	
Suggestions Offered:	
Action(s) to be Taken:	
Injuries/Accidents Reviewed:	

Supervisor's Remarks: _____

Signature: _____