

CONVIRON® 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.

Harassment is defined as 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 or the workplace is not harassment. Appropriate employee performance reviews or discipline by a supervisor or manager is not harassment.

Risk Assessment/Hazards

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

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

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

Tips for Victims of Workplace Bullying

- Document all bullying occurrences. Keep a journal of what took place, who witnessed the incident, the date, the time and how you felt. Be sure to keep any correspondence from the bully which shows this behaviour.
- Address the situation but only if you feel safe. Let the bully know in a polite and direct manner that the behaviour is unacceptable. Don't retaliate against the bully.
- Report the situation to appropriate staff which may include Management, Supervisor, HR, Health and Safety Committee Member or Conviron's Health and Safety Coordinator.

STAND UP • SPEAK UP • REPORT IT

If you see someone being bullied report it.

If you don't speak up, you're helping the bully.

