

# Bullying & Harassment Policy Discussion

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.

## Topic Overview:

**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 the workplace's internal bullying and harassment policy or resources is essential to empower employees with the knowledge and tools to recognize, address, and prevent instances of misconduct, fostering a culture of respect, safety, and well-being for all staff members.

Before commencing the safety talk, provide participants with a copy of the organizations bullying and harassment policy or resources and encourage participants to review it. If the policy needs updating or doesn’t exist, refer to the resource, ["Developing a Policy Statement: Workplace Bullying and Harassment"](https://www.worksafebc.com/en/resources/health-safety/books-guides/developing-a-policy-statement?lang=en) for guidance.

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

1. Introduce the objectives of the safety talk

2. Engage the participants in a discussion using the following prompts:

**Additional Resources**

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

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

-[go2HR Safer Spaces](https://www.go2hr.ca/health-safety/sexual-harassment)

## 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 Policy discussion

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?

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

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

### Reviewed by:

# Bullying & Harassment Policy Discussion

[Hand out internal Bullying and Harassment Policy/Resources/Information]

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**Introduction**

Objectives of the discussion:

-Unpacking the organization’s bullying and harassment policy or resources

-Understanding the definition of bullying and harassment

-Familiarizing with the reporting process

-Exploring ways to contribute to a respectful work environment

**Safety Talk Discussion**

Discussion topics:

-Review internal policy/resources to identify the definition of bullying and harassment

-Share examples of bullying and harassment to enhance understanding

-Discuss the steps of the reporting procedure and the importance of reporting within the organization

-Explore strategies for intervening if witnessing bullying or harassment

-Brainstorm ways each individual can actively promote a respectful workplace culture

**Additional Resources:**

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Participant Handout

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