



Government of **Western Australia**  
Department of **Mines and Petroleum**  
Resources Safety

## Pro forma for reporting alleged bullying at a mining workplace

As an employee or contractor at a mining operation (includes exploration, processing plants and designated ports), you may lodge a report about alleged workplace bullying with Resources Safety if you have experienced or witnessed repeated behaviour that is unreasonable and creates a health risk.

You may lodge a report with Resources Safety even if you have already informed your employer about the alleged bullying.

Experience shows the matter is more likely to be resolved if it is addressed at the workplace using internal grievance procedures.

Guidance material for employers and workers about dealing with workplace bullying is available at [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety) in the occupational health section.

**Complete all applicable fields. The more information provided, the more effectively Resources Safety can deal with the issue.**

See Section 24(2) of the *Mines Safety and Inspection Act 1994* regarding disclosure restrictions.

Reports should be marked "Private and confidential" and addressed to "Director Mines Safety". They may be lodged by post, email or in person at the East Perth office.

**Postal address:** 100 Plain Street, East Perth WA 6004  
**Email address:** MinesSafety@dmp.wa.gov.au  
**Office address:** 1 Adelaide Terrace, East Perth WA 6004

### Your contact details

Title  Surname  Given names

Postal address

State  Postcode

Preferred contact method Phone  Email

You are lodging this report because you have  experienced alleged bullying  witnessed alleged bullying

### Your current job details

Commencement date // Ceased date (if applicable) //

Still currently employed (at the workplace where the incident/s occurred)  Yes  No

Type of employment  Fulltime  Part time/casual  Apprentice/trainee  Contractor  Other

Job description

Name of employer

Location or address where incidents occurred

### Office use only

Date received //

Date acknowledged //

Number

OurDocs number

Assigned to

**Information regarding the alleged bullying**

Who is/are the alleged bully/bullies and what is their work relationship to you?

How long has the alleged bullying been occurring?

How has the alleged bullying affected you?

Do you have medical evidence to support your report?  Yes. Please lodge copies with your report.  No

Have you approached the alleged bully/bullies and asked for the unwanted behaviour to stop?  Yes  No

If yes, what was their response?

Has your employer been made aware of the issue?  Yes  No

If yes, what was the employer's response?

If no, why not?

Does the employer have a workplace bullying policy?  Yes  No

Does the employer have a workplace grievance procedure?  Yes  No

Does the employer have an employee assistance program?  Yes  No

Please attach copies of any relevant policies if possible. Your employer's consent may be required prior to disclosing internal documents or policies.

Have you tried to resolve your complaint through the employer's internal grievance procedure?  Yes  No

If yes, please specify what was the outcome?

If no, why not?

Do you have a safety and health representative and/or an anti-bullying contact officer?  Yes  No

If yes, what is/are their names?

Have you raised this issue with either of these people?  Yes  No

If yes, what was their response?

Have you contacted other agencies (e.g. WA Police, Labour Relations, Equal Opportunity Commission) or organisations (e.g. union) regarding this issue?  Yes  No

If yes, please specify.

**Please provide the following details for each alleged bullying incident.**

Make a copy of this page to use for each bullying incident.

When did the alleged bullying incident occur (date and time)?


Where in the workplace did the alleged bullying incident occur?


Who was involved in the alleged bullying incident?


What did the alleged bully/bullies do (i.e. describe their behaviour)?


Were there any witnesses to the alleged bullying incident and if so, who are they and what is their work relationship to you?


How did the alleged bullying incident affect you?


Do you have material relating to the alleged bullying incident (e.g. emails, notes) to support your report?  
If yes, please lodge copies with your report.

Yes     No

Signature

Date / /