# Site checklist for prevention of bullying – template

This checklist may be useful to help prevent bullying in the workplace.

## Site documents

| **No.** | **Item** | **ResponseYes No N/A** | **Comments** |
| --- | --- | --- | --- |
| 1 | Bullying and harassment are covered in the site hazard or risk register. | [ ]  | [ ]  |  |
| 2 | The organisation has a written bullying policy. | [ ]  | [ ]  |  |
| 3 | The policy covers sexual and racial harassment. | [ ]  | [ ]  |  |
| 4 | There are procedures for dealing with bullying and harassment complaints. | [ ]  | [ ]  |  |
| 5 | The policy and procedures were developed in consultation with site safety and health representatives (SHReps). | [ ]  | [ ]  |  |
| 6 | The policy and procedures cover the applicable legislation relating to bullying as listed in Appendix 2 of the *Code of practice – Prevention and management of violence, aggression and bullying at work.* | [ ]  | [ ]  |  |
| 7 | The procedures include methods for ensuring people are not victimised as a result of lodging a complaint. | [ ]  | [ ]  |  |
| 8 | The procedures allow for alternative working arrangements to avoid further conflict while the bullying complaint is being investigated. | [ ]  | [ ]  |  |
| 9 | The procedures detail the responsibilities of employees and management personnel. | [ ]  | [ ]  |  |
| 10 | The bullying policy is displayed on site and the associated procedures are readily accessible. | [ ]  | [ ]  |  |
| 11 | Complaint forms are available on site. | [ ]  | [ ]  |  |
| 12 | An employee assistance program (EAP) is in place and there is evidence that it is used by workers. | [ ]  | [ ]  |  |
| 13 | Behaviours that constitute or may lead to bullying are identified and flagged on site as being unacceptable. | [ ]  | [ ]  |  |
| 14 | The bullying policy and procedures are updated regularly, with input from SHReps. | [ ]  | [ ]  |  |

### Further comments

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## Policy application

| **No.** | **Item** | **ResponseYes No** | **Comments** |
| --- | --- | --- | --- |
| 1 | There are equal opportunity officers (EEO) or grievance officers on site or available through head office. | [ ]  | [ ]  |  |
| 2 | The EEO or grievance officer has received appropriate training. | [ ]  | [ ]  |  |
| 3 | Bullying prevention is covered in the policy and workforce training is conducted for the bullying and harassment policy and procedures. | [ ]  | [ ]  |  |
| 4 | Contractors are covered under the bullying policy. | [ ]  | [ ]  |  |
| 5 | Bullying complaints have been received in the last 24 months. | [ ]  | [ ]  |  |
| 6 | A bullying-related notifiable injury or illness under the *Mines Safety and Inspection Act 1994* has been recorded in the last 12 months. | [ ]  | [ ]  |  |
| 7 | If applicable, all bullying-related notifiable injuries or illnesses under the *Mines Safety and Inspection Act 1994* recorded in the last 12 months have been reported to Resources Safety. | [ ]  | [ ]  |  |
| 8 | Allegations of violence and serious harassment are referred to the appropriate authorities (e.g. WA Police). | [ ]  | [ ]  |  |
| 9 | Allegations of bullying and harassment are investigated and appropriate action taken. | [ ]  | [ ]  |  |
| 10 | Measures are in place to ensure confidentiality when investigating allegations. | [ ]  | [ ]  |  |
| 11 | Investigations are concluded in a timely manner with set timeframes. | [ ]  | [ ]  |  |
| 12 | Feedback is given to the complainant and accused to ensure procedural fairness. | [ ]  | [ ]  |  |

### Further comments

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## Further information

Online resources <http://www.dmirs.wa.gov.au>

* Code of Practice – Prevention and management of violence, aggression and bullying at work
* Guideline – Dealing with bullying at work