



Workplace bullying

safety checklist

Check	Yes	no	n/a
Policies and procedures			
Is there a policy applicable to bullying prevention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a code of conduct for all workers that outlines the basic rules for respect at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have a code of conduct, have you considered linking it to the performance management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are systems in place to respond to claims of bullying or unresolved conflict in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to assist in conflict resolution and grievance resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a contact person, grievance officer or mediator been appointed as a first contact person for enquiries, concerns and complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment			
Are systems in place to identify bullying hazards and assess their risks early? This should include gathering information on trends on sick leave, turnover and workers' compensation. Conducting a workplace culture survey may also provide useful information for a risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Have workers received information, instruction and training on the policies and how to respond to unresolved conflict or unreasonable behaviour, including how to report incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have managers received sufficient training to enable them to resolve conflicts promptly and effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have new managers also received training in management skills? For example, people management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe

www.worksafe.wa.gov.au

Code of practice

- Violence, aggression and bullying at work

Guidance note

- Dealing with bullying at work
- Web information
- Frequently asked questions

A6968736