

Employer checklist

Preventing and responding to bullying at work

All employers should carry out a regular check of the workplace in consultation with health and safety representatives and workers to identify if there are signs that bullying is happening or could happen (risk identification), and take steps to deal with any problem areas (risk control).

This checklist and the suggested control measures are not exhaustive. You may need to consider other factors that are unique to your workplace.

Organisational change	YES	NO	Comments
Has there been recent significant organisational change or is change pending?	<input type="checkbox"/>	<input type="checkbox"/>	If YES to any of the above, implement risk control measures (page 9), such as: <ul style="list-style-type: none"> • consult with workers about proposed changes and provide them with an opportunity to influence proposals • provide workers with information to help them understand the proposed or actual changes, and the impact of the changes • consult with workers about any support or retraining needed as a result of the changes • seek and act on feedback during change process • review and evaluate change processes
Has a takeover occurred or is it pending?	<input type="checkbox"/>	<input type="checkbox"/>	
Has there been a major internal restructure or is it pending?	<input type="checkbox"/>	<input type="checkbox"/>	
Has technological change occurred or is it pending?	<input type="checkbox"/>	<input type="checkbox"/>	
Has there been a change in management or is it pending?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any other changes that might lead to high job instability and uncertainty about ongoing employment?	<input type="checkbox"/>	<input type="checkbox"/>	
Negative leadership styles	YES	NO	Comments
Does the workplace have authoritarian management styles?	<input type="checkbox"/>	<input type="checkbox"/>	If YES to any of the above, implement risk control measures (page 9), such as: <ul style="list-style-type: none"> • provide managers and supervisors with leadership training • provide managers and supervisors with communication skills training • use mentoring and coaching to improve leaders' interpersonal skills • train managers and supervisors to adopt participative management styles as part of a culture that emphasises open communication, support and mutual respect
Does the workplace have laissez-faire management styles?	<input type="checkbox"/>	<input type="checkbox"/>	
Do managers and supervisors lack appropriate leadership training?	<input type="checkbox"/>	<input type="checkbox"/>	
Do managers and supervisors have poor interpersonal skills?	<input type="checkbox"/>	<input type="checkbox"/>	

Employer checklist

Preventing and responding to bullying at work (cont)



Work systems	YES	NO	Comments
Are there staff shortages?	<input type="checkbox"/>	<input type="checkbox"/>	If YES to any of the above, implement risk control measures (page 9), such as: <ul style="list-style-type: none"> • consult workers on possible job redesign • consult workers about improving work patterns, including increasing their control over the pace of work, rest breaks, etc • improve the availability of flexible working arrangements • assess whether demands on workers are achievable within the agreed hours of work • provide clear job descriptions that outline roles and responsibilities
Is the work rate intense?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there uncertainty about job requirements and role definition?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there uncertainty about the way that work should be done?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there unreasonable performance measures or timeframes?	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace relationships	YES	NO	Comments
Are workplace relationships poor?	<input type="checkbox"/>	<input type="checkbox"/>	If YES to any of the above, implement risk control measures (page 9), such as: <ul style="list-style-type: none"> • provide training in communication and conflict resolution skills • treat all workers with fairness and consistency • communicate openly at all levels and involving workers in decision-making processes that affect their work • provide appropriate rewards and recognition • use performance indicators that measure positive people management and relationship skills, not just financial goals • promote the existing workplace policy and procedure or consult with workers to implement them immediately
Is there inadequate or no consultation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is communication poor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work environment competitive?	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers withdrawn/isolated/excluded from others?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there deterioration in relationships between work colleagues, customers or management?	<input type="checkbox"/>	<input type="checkbox"/>	
Workforce characteristics	YES	NO	Comments
Are there any at-risk workers or groups in the workplace (see page 7)?	<input type="checkbox"/>	<input type="checkbox"/>	If YES to any of the above, implement risk control measures (page 9), such as: <ul style="list-style-type: none"> • at induction, provide information to all workers, including casual and labour hire workers, about workplace policies and procedures on bullying prevention • promote the principles of dignity and respect, and take action to combat discrimination • introduce a buddy system for young and new workers • provide cultural awareness training
Are there workers in uncertain employment, such as casuals, contractors and labour hire workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there reports of damage to belongings or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there young workers, such as apprentices and trainees?	<input type="checkbox"/>	<input type="checkbox"/>	