

# Workplace Bullying Risk Assessment

Use this checklist to help you assess the risk to employees of any identified hazard of bullying at your workplace. If you have identified uncontrolled risks to workplace bullying after completing the checklist, take the results to management and follow the issue resolution procedures if necessary. You have the right to carry out this risk assessment under s58 of the 2004 OHS Act and the right to be consulted on any measures taken to control these risks under s35 & 36 of the 2004 OHS Act.

## STEP ONE

### ORGANISATIONAL CHANGE

- Have there been recent significant changes in management or are changes pending?
- Has a takeover occurred or is it pending?
- Has technological change occurred or is it pending?
- Have there been changes in work method/s or are changes pending?
- Have there been outsourcing of work/staff at your workplace faced outsourcing?
- Has your workplace faced restructuring?
- Has your workplace faced downsizing?
- Have there been increases in casual employment at your workplace?
- Are there any other changes that might lead to job instability and uncertainty about ongoing employment?

### LEADERSHIP STYLES

- Does your workplace have authoritarian management styles?
- Does your workplace have a 'couldn't care less' management styles?
- Do managers and supervisors lack appropriate leadership training?
- Do managers and supervisors have poor interpersonal skills?

If you ticked a few boxes, this is an indicator that employees at your workplace are at risk of bullying. If you ticked all the boxes, your workplace is at a high risk of bullying. If you didn't tick any boxes, that's great! However, there could still be bullying risks at your workplace due to systems of work. Proceed to Step 2 to identify what additional factors may contribute to the risk of bullying in your workplace's design and systems of work.

## STEP TWO

### WORK SYSTEMS

- Is there a lack of resources at your workplace (staff and otherwise)?
- Is there a lack of experience at your workplace?
- Is there uncertainty about role definition or job requirements at your workplace?
- Is there uncertainty about job roles and the way work should be done?
- Is rostering poorly designed?
- Are there unreasonable performance measures or time frames?
- Is there a lack of support systems in place?
- Is the work rate intense?

### WORKPLACE RELATIONSHIPS

- Are workplace relationships poor?
- Is there inadequate or no consultation?
- Is communication poor?
- Is the work environment competitive?
- Is there deterioration in relationships between work colleagues/management/clients/students?
- Are workers excluded/ withdrawn/isolated from others?

### VULNERABLE WORKFORCE CHARACTERISTICS

- Are there young workers at your workplace?
- Are there new workers at your workplace?
- Are there apprentices or trainees at your workplace?
- Are injured workers and workers on return to work (RtW) plans?
- Are there culturally and linguistically diverse (CALD) workers at your workplace?
- Are there workers in a minority at your workplace because of ethnicity, disability, gender or sexual preference?
- Are there workers in uncertain employment such as casuals, contractors and labour hire workers?

