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 your workplace faced restructuring?
☐ Has a takeover occurred or is it pending?
☐ Has your workplace faced downsizing?
☐ Has technological change occurred or is it pending?
☐ Have there been increases in casual employment at your workplace?
☐ Have there been outsourcing of work/staff at your workplace faced outsourcing?
☐ 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?
☐ Do managers and supervisors lack appropriate leadership training?
☐ Does your workplace have a ‘couldn’t care less’ management styles?
☐ 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 rostersing poorly designed?
☐ Is there a lack of experience at your workplace?
☐ Are there unreasonable performance measures or time frames?
☐ Is there uncertainty about role definition or job requirements at your workplace?
☐ Is there a lack of support systems in place?
☐ Is there uncertainty about job roles and the way work should be done?
☐ Is the work rate intense?

WORKPLACE RELATIONSHIPS

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☐ Are workers excluded/ withdrawn/isolated from others?

VULNERABLE WORKFORCE CHARACTERISTICS

☐ Are there young workers at your workplace?
☐ Are there culturally and linguistically diverse (CALD) 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 workers in a minority at your workplace because of ethnicity, disability, gender or sexual preference?
☐ Are there workers in uncertain employment such as casualties, contractors and labour hire workers?