

Bullying and harassment in the workplace can occur in many forms: verbal, non-verbal, physical or psychological. It can come from anyone and be directed to anyone.

### WorkSafeBC defines bullying and harassment as:

- a. including any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b. excluding any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.



*"Everyone should be able to work in a safe and healthy workplace."*

### Considering this definition, you may wonder what are some specific examples of bullying?

- Aggressive, unreasonable behavior or comments
- Spreading rumors, gossip
- Excluding or isolating someone
- Making jokes that are offensive
- Yelling or using profanity
- Criticizing a person persistently or constantly

When employees are coming into a workplace where they maybe unhappy due to bullying and harassment it can effect their work performance.

### How does bullying affect a person?

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Anger</li><li>• Feeling of helplessness and/or frustration</li><li>• Increased sense of vulnerability</li><li>• Inability to sleep</li><li>• Loss of appetite</li></ul> | <ul style="list-style-type: none"><li>• Psychosomatic symptoms:<ul style="list-style-type: none"><li>○ Stomach pains</li><li>○ Headaches</li><li>○ Anxiety</li><li>○ Depression</li><li>○ Low productivity</li></ul></li></ul> |
|---|--|

If you have witnessed or experienced bullying and harassment in the workplace, it needs to be reported to your employer. Everyone has the responsibility to ensure reasonable steps are being taken to prevent bullying and harassment.

Employers must implement procedures for responding to reports or incidents of bullying and harassment. This includes:

- How and when investigations will be conducted.
- What will be included in the investigation
- Roles and responsibilities for employers, supervisors, workers and others
- Follow-up to the investigation
- Record-keeping requirements



*"If you are not sure an action or statement could be considered bullying, you can use the "reasonable person" test. Would most people consider the action unacceptable?"*

For resources checkout out BCMSA's Course catalogue: <https://www.bcmsa.ca/category/course-catalogue/>  
Safety Programs: <https://www.bcmsa.ca/resources/supplemental-safety-programs/>  
Toolkit: <https://www.bcmsa.ca/psychological-support-toolkit-for-workers-and-employers/>

MEETING DESCRIPTION			
Meeting Date:		Time:	
Location:		Supervisor:	
Number in Crew:		Number Attended:	
Attended By:			Absent

REVIEW ITEMS FROM PREVIOUS MEETING	INCIDENTS/INJURIES REVIEWED

TOPICS DISCUSSED
1.) <b>Workplace Bullying and Harassment</b>

WORKERS CONCERNS

CORRECTIVE ACTIONS TO BE TAKEN

MEETING CONDUCTED BY			
Supervisor:		Manager:	
Date:		Date:	