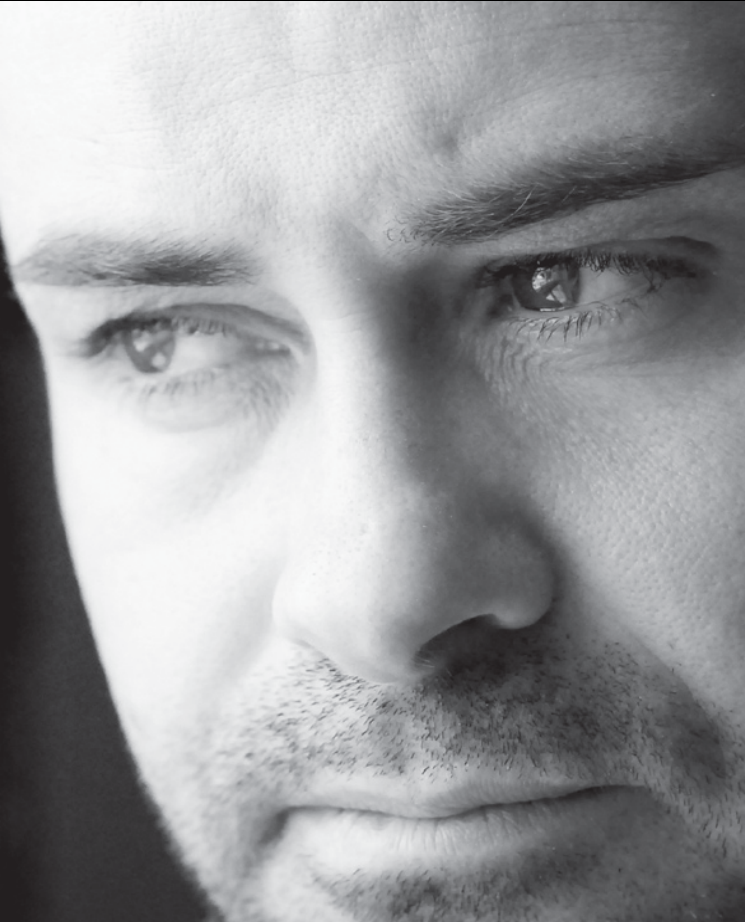
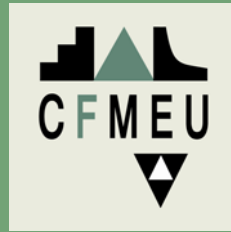


***“Bullying and violence
are not ‘part of the job’”***



***If you have any concerns about
workplace bullying, contact your
union or organiser immediately***



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

FORESTRY &

FURNISHING

PRODUCTS

DIVISION

National Office

**148-152 Miller Street
WEST MELBOURNE
VICTORIA 3003**

**Phone: (03) 9274 9200
Fax: (03) 9274 9284**

ABN 91 691 430 210

Workplace Bullying



Fact Sheet



Fact Sheet: Workplace Bullying

“Bullying and violence are not ‘part of the job’ and are never acceptable.”

What is Bullying?

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

The following types of behaviour, **where repeated or occurring as part of a pattern of behaviour**, could be considered bullying:

- verbal abuse / intimidation
- excluding or isolating employees
- psychological harassment
- assigning meaningless tasks unrelated to the job
- giving employees impossible assignments
- deliberately changing work rosters to inconvenience particular employees
- deliberately withholding information that is vital for effective work performance

Sources of Bullying

Bullying usually comes from a source inside the workplace:

- an employee may bully another employee
- an employer or supervisor may bully an employee or group of employees
- a group of employees may bully an individual or another group of employees
- a client or customer may also bully employees

Preventing Workplace Bullying

Bullying can be difficult to detect. Incidents of bullying may not always be reported because employees might:

- fear retribution or “payback” from the bully
- believe that no-one will act on the problem
- fear being labelled “weak” or “whingeing”
- think that reporting will affect their career prospects
- accept bullying as a normal part of work culture

Create Awareness

- Awareness-raising information should communicate - how to recognise bullying; the possible effects of bullying; and where to get further information
- Channels of communication may include formal training sessions, staff bulletins, intranet, staff meetings and informal discussion groups.

Develop a Policy

When developing a policy an employer should consult with elected health & safety representatives. The policy should be:

- Written in plain language
- Provided in languages other than English, where appropriate
- Displayed where all employees can read it

Building Commitment to a Policy

Commitment to the policy can be greatly assisted by:

- Developing a policy that is specific to the site
- Consulting employees on the development of the policy
- Securing the commitment of the employer to the policy & involving them in policy development
- Ensuring the policy is adhered to and consistently applied

Indirect signs of bullying

These may include:

- High levels of absenteeism associated with particular shifts
- High level of staff turnovers
- Regularly torn uniform/clothing
- Regularly damaged tools or personal effects
- An employee experiencing a number of minor workplace injuries
- Employees becoming withdrawn and isolated

Strategies for Resolution

- Gain commitment to cease the behaviour
- Run an awareness update
- Provide mediation (where both parties agree)
- Provide training where appropriate – e.g. diversity awareness, interpersonal skills
- Offer support and counselling to the affected person
- Discipline the perpetrator
- Require an apology



Source: WorkSafe Victoria



**FORESTRY & FURNISHING
PRODUCTS DIVISION**

Your Workplace Health & Safety Representative:

Name:

Phone:

Your Union Organiser:

Name:

Phone: